

**CITY COUNCIL MEETING
AGENDA**

**May 6, 2026
7:00 PM
Civic Center**

The Granite Falls City Council will hold its meeting in person. A Zoom link may be requested by contacting the City Clerk at darla.wilkins@ci.granite-falls.wa.us, no later than 3:00 p.m. on the day of the meeting. Virtual access is provided for listening purposes only. Public comment will not be accepted via Zoom. City residents who wish to provide a comment may email the City Clerk with their name, address, and the message they would like read into the record.

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. CONSENT AGENDA**
 - 4.a. AB 070-2026 Approval of April 15, 2026 Minutes**
 - 4.b. AB 071-2026 Approval of May 6, 2026, Claims Checks #416187 through 416228 totaling \$448,243.04**
 - 4.c. AB 072-2026 Approval of April 1, 2026, through April 15, 2026, Payroll Claims Check #416183 and Twenty-Three EFT's totaling \$99,304.79**
- 5. STAFF REPORTS**
 - 5.a. Finance Staff Report - Final SAO 2025 Annual Report Submittal - Summary**
 - 5.b. Planning Staff Report**
 - 5.c. Public Works**
 - 5.d. City Clerk Staff Report**
 - 5.e. Consultant Police Chief Report**
 - 5.f. Purchasing Claims Report**

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public

comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).

7. NEW BUSINESS

- 7.a. AB 073-2026 Public Hearing - 7:10 p.m., or soon thereafter
For consideration of Amendments to Title 12.05 of the Granite Falls Municipal Code**
- 7.b. AB 074-2026 Consideration to Approve Resolution 2026-08**
- 7.c. AB 075-2026 Review of Granite Falls Municipal Code Chapter 2.08 - City Council**
- 7.d. AB 076-2026 Consideration to Approve City Council Letter Regarding Snohomish County Proposed Public Works Rule 4430**
- 7.e. AB 077-2026 Proclamation Recognizing the City of Granite Falls, Washington as a Purple Heart City**
- 7.f. AB 078-2026 Consideration of Ordinance 1076-2026 Budget Amendment #2**

8. CURRENT BUSINESS

9. MAYOR'S COMMENT (5 MINUTES)

10. COUNCIL COMMENTS (15 MINUTES)

11. CITY MANAGER (5 MINUTES)

12. EXECUTIVE SESSION

13. ADJOURNMENT

The City of Granite Falls strives to provide access and services to all members of the public.



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 04-15-2026 Minutes

Originating Dept.: City Clerk

Action Recommended: Approval of
Consent Agenda

Approval(s): City Clerk

Meeting Date: May 6, 2026

Date Submitted: 5/1/2026

Exhibit(s):

1. 04-15-2026 Minutes
-

Budgeted Amount:

BARS Code: N/A

Summary Statement:

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove the item(s) from the consent agenda for discussion and the item(s) would be voted on separately from the other consent agenda items.

Background:

N/A

Recommended Motion:

- 1) Motion to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



**CITY COUNCIL MEETING
MINUTES**

**April 15, 2026
7:00 PM
Civic Center**

City Council	Mayor/Councilmember Matthew Hartman Mayor Pro Tem/Councilmember David Griggs Councilmember Steven Glenn Councilmember Tom FitzGerald Councilmember Bruce Straughn
City Staff	City Clerk Darla Wilkins City Manager Jeff Balentine Deputy City Manager Brent Kirk Public Works Director Charles White Planning Director Amy Hess Deputy City Clerk Carole Williams
Consultants	Consultant Police Chief Tom Dalton Consultant City Attorney Emily Guildner

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- 1. CALL TO ORDER**
Mayor Matthew Hartman called the meeting to order at 7:00 p.m.
 - 2. FLAG SALUTE**
Mayor Matthew Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the flag.
 - 3. ROLL CALL**
City Clerk Darla Wilkins verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

MOTION:	Motion to approve the Consent Agenda.
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MOVER:	City Councilmember Steven Glenn
SECONDER:	City Councilmember Bruce Straughn
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

4.a. AB 063-2026 Approval of April 1, 2026 Minutes

4.b. AB 064-2026 Approval of April 15, 2026 Claims Checks #416133 through 416182 and One EFT totaling \$323,721.16

4.c. AB 065-2026 Approval of March 16, 2026 through March 31, 2026 Payroll Claims Checks #416129 through 416131 and Thirty EFT's totaling \$186,764.76

5. STAFF REPORTS

5.a. Planning

Planning Director Amy Hess mentioned the Moonbird Farms public hearing will be held tomorrow at 10:00 a.m.

Deputy City Manager Brent Kirk clarified the meaning of the call from Kim Shrier's Office.

5.b. Passports

City Manager Jeff Balentine commented on the following:

- Passport revenue
- Number of passport applicants to date
- New marketing venue (trying out)
- Planning department moving across the street
- TWIC cards

5.c. Public Works

Public Works Director Charles White commented on the following:

- Crosswalk markings and stop bars finished at STanley St./Granite

Ave.

- RRFB's out to bid (Rapid Rectangular Flashing Beacons) - Bid Opening next Monday
- Open House Tomorrow Night 5:30 p.m. - LID Project

5.d. City Clerk

City Clerk Darla Wilkins commented on the following items:

- Clarified on agenda - one public hearing (Public Works Standards) was canceled from tonight's meeting. Has been moved to the May 6, 2026 meeting
- Detailed review of Chapter 2.08 - item will be placed on the May 6th agenda (requested by a Councilmember).
- New Advertising Campaign (passport office) - I will be discuss details at the next council meeting
- Currently working on a records request (multiple installments)

5.e. Police

Consultant Police Chief Thomas Dalton commented on the following:

- Police Report - March ending numbers
- Coffee with the Chief (Saturday at new Fire Station)
- Mt. Loop Hwy. road opening (postponed)
- Ice caves drill (yearly)
- Was out on vacation (last week)

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS
None.

7. NEW BUSINESS

- 7.a. AB 066-2026 PUBLIC HEARING - 7:10 P.M., or soon thereafter**
To consider adopting Ordinance 1073-2026, an Ordinance of the City of Granite Falls, Washington, adding a new Chapter 10.44 to the Granite Falls Municipal Code relating to the regulation of Electric-Assisted Bicycles and Motorized Foot Scooters; adopting definitions consistent with RCW 46.04.169 and RCW 46.04.336; establishing rules for operation on City Streets, sidewalks, trails, and parks; providing for helmet requirements, parking, impoundment, and shared micromobility program permitting, repealing Chapter 10.90 of the Granite Falls Municipal Code; and providing for penalties and an effective date

MOTION:	Motion to open the public hearing.
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MOVER:	Mayor Pro Tem/City Councilmember David Griggs
SECONDER:	City Councilmember Steven Glenn
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

City Clerk Darla Wilkins submitted the following list of exhibits into the hearing record:

- Exhibit 1 - Public Hearing Notice dated April 3, 2026, 1 page
- Exhibit 2 - Verification of Publication from the Everett Daily Herald dated April 3, 2026
- Exhibit 3 - Affidavit of Publication from the Everett Daily Herald dated April 6, 2026, 2 pages
- Exhibit 4 - Ordinance No. 1073-2026, 5 pages
- Exhibit 5 - City of Granite Falls E-Bike & E-Scooter Regulatory Framework Slide Deck dated April 15, 2026, 13 pages
- Exhibit 6 - Email from Ev Stone dated April 14, 2026, 1 page

City Manager Jeff Balentine explained the key provisions for Ordinance No. 1073-2026:

1. Adopt RCW Definitions: Three-class e-bike system and motorized foot scooter definition by reference.
2. Sidewalk Regulation: Prohibit all e-bikes/e-scooters in the downtown commercial zone; allow Class 1 and 2 at 6 mph on other sidewalks
3. Helmet Requirement: Require helmets for all riders under 18 on e-bikes and e-scooters within city limits
4. Park and Trail Access: Allows Class 1 and 2 on paved city trails at a max speed of 10 mph; prohibits all classes on natural surface trails
5. Parking/Impoundment: Prohibits parking that blocks ADA access, crosswalks, building entrances; authorizes 72-hour impoundment
6. Shared Programs: Requires a city-issued permit; tie insurance/ID requirements to RCW 46.61.715

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

No one from the audience signed up or chose to speak.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing.
MOVER:	City Councilmember Tom FitzGerald
SECONDER:	City Councilmember Bruce Straughn
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

MOTION:	Motion to adopt Ordinance No. 1073-2026, an ordinance of the City of Granite Falls, Washington, adding a new Chapter 10.44 to the Granite Falls Municipal Code relating to the regulation of electric-assisted bicycles and motorized foot scooters; adopting definitions consistent with RCW 46.04.169 and RCW 46.04.336; establishing rules for operation on city streets, sidewalks, trails, and parks; providing for helmet requirements, parking, impoundment, and shared micromobility program permitting; repealing Chapter 10.90 of the Granite Falls Municipal Code; and providing for penalties and an effective date.
MOVER:	Mayor Pro Tem/City Councilmember David Griggs
SECONDER:	City Councilmember Steven Glenn
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

7.b. AB 067-2026 Consideration to award the Kentucky and Indiana Low Impact Development (LID) project to Earthwork Solutions, LLC

Councilmember Bruce Straughn disclosed that he has performed and completed past work for Earthwork Solutions. They have since split off and

created another business that handles the septic side of the business. He stated that he has not had any financial dealings with them, but he inspects their work and turns as-builts into the Health Department. He further stated he has discussed this with both City Manager Jeff Balentine and City Attorney Thomas Graafstra. They all agreed the past work did not constitute a conflict of interest as it is defined for councilmembers, and he thought it was best to disclose the information, and he will be participating in the decision tonight.

MOTION:	Motion to award the Kentucky and Indiana Avenue Low Impact Development Retrofit Project to the lowest responsive bidder, Earthwork Solutions LLC, in the amount of \$1,815,088.39, including applicable sales tax.
MOVER:	City Councilmember Steven Glenn
SECONDER:	City Councilmember Tom FitzGerald
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

- 7.c. **AB 068-2026 Consideration to Adopt Ordinance 1075-2026, an Ordinance of the City of Granite Falls, Washington, relating to the 2026 City Budget; and amending Ordinance No. 1066-2025, adopting the 2026 Budget to adjust revenue estimates and appropriations for funds as included in Exhibit “A”.**

MOTION:	Move to adopt Ordinance No. 1075-2026, an Ordinance of the City of Granite Falls, Washington, relating to the 2026 City Budget; and Amending Ordinance No. 1066-2025, Adopting the 2026 Budget to Adjust Revenue Estimates and Appropriations for Funds as included in Exhibit "A".
MOVER:	Mayor Pro Tem/City Councilmember David Griggs
SECONDER:	City Councilmember Steven Glenn
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None

RESULT:	Passed
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7.d. AB 069-2026 Consideration to Approve Resolution No. 2026-07, a Resolution of the City Council of the City of Granite Falls, Washington, adopting a City Asset Management Policy for the Management, Tracking, and Safeguarding of City Assets

MOTION:	Move to approve Resolution 2026-07, a Resolution of the City Council of the City of Granite Falls, Washington, adopting a City Asset Management Policy for the management, tracking, and safeguarding of City assets.
MOVER:	City Councilmember Bruce Straughn
SECONDER:	City Councilmember Steven Glenn
AYES:	Mayor/City Councilmember Matthew Hartman, City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Wastewater Treatment Plant Ribbon Cutting
- LID Stormwater Open House Meeting (tomorrow night)
- Empty Bowls Event (Saturday - Sold Out)
- Youth Court (Sno Co Courthouse - April 24th)
- Marysville Pilchuck High School Regional (Regional Apprentice Pathway Open House - April 30th)

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem David Griggs commented on the following:

- Attended the Wastewater Treatment Plant Ribbon Cutting
- Purple Heart City
 - Wants to pass formal Resolution/do for Granite Falls
 - August 7th - official Purple Heart Day (formal celebration)
 - Would like to partner with the American Legion on this

Councilmember Tom FitzGerald had no comments.

Councilmember Steven Glenn commented on the following:

- Stated he was sorry for missing the ribbon cutting
- High School Play "Game of Tiaras" (April 24th-7pm & 25th-6pm)

Councilmember Bruce Straughn had no comments.

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Legion Park
 - Request for Qualifications
 - RCO Grant Application
 - Tourism Grant
- Sheriff Contract (April 24th meeting with School Dist.)
- Springbrook
- Police Dept. coordinating blood drive (July)
- Update - HB2442 - REET Revenue (Nuisance Property Abatement)
- Levy Lift Extension changes
- MRSC Procurement Guidance (increase)
- Annual Financial Reporting (complete)
- SAO Fraud Investigation Report (Employment Security Dept.)

12. ADJOURNMENT

With no further business to come before the City Council, the meeting was adjourned at 8:37 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: None

Originating Dept.: City Manager

Action Recommended: Approval of the Consent Agenda

Approval(s): City Manager
Finance

Meeting Date: May 6, 2026

Date Submitted: 5/1/2026

Exhibit(s): None

Budgeted Amount: \$448,243.04

BARS Code: 001 Current Expense = \$306,925.32

101 Streets = \$1,471.73

103 Community Events, Arts, Recreation = \$1,712.80

303 Cif / Streets = \$12,607.10

401 Water = \$5,622.35

402 Cif / Water = \$3,852.69

403 Sewer = \$87,436.02

404 Cif / Sewer = \$22,423.99

405 Storm Drainage = \$1,821.29

406 Cif / Storm Drainage = \$3,714.09

630 Trust Agency = \$655.66

Summary Statement:

The May 6, 2026, Claims are for the time period of April 16, 2026, through May 6, 2026.

Background:

N/A

Recommended Motion:

- 1) Motion to pay the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] claims and approve the minutes as amended.



CITY COUNCIL AGENDA BILL

Subject: None

Originating Dept.: City Manager

Action Recommended: Approval of the Consent Agenda

Approval(s): City Manager
Finance

Meeting Date: May 6, 2026

Date Submitted: 4/14/2026

Exhibit(s): None

Budgeted Amount: \$99,304.79

BARS Code: 001 Current Expense = \$37,724.81

101 Streets = \$9,454.18

401 Water = \$16,279.50

403 Sewer = \$31,352.22

405 Storm Drainage = \$4,494.08

Summary Statement:

Payroll claims are for the time period of April 1, 2026 through April 15, 2026.

Background:

N/A

Recommended Motion:

- 1) Motion to approve the payroll claims as presented. This can be accomplished as part of the motion to approve the Consent Agenda.
- 2) Motion to amend the [state date] claims and approve the minutes as amended.



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 2025 SAO Annual Report
Summary

Originating Dept.: City Council

Approval(s):

Action Recommended:

Meeting Date: May 6, 2026

Date Submitted:

Exhibit(s):

1. 2025 SAO Annual Report Summary

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

Staff Report

2025 Annual Report Submission to the Washington State Auditor's Office

The City of Granite Falls submits an annual report each year to the Washington State Auditor's Office pursuant to RCW 43.09.230 and the Budgeting, Accounting, and Reporting System (BARS) Manual prescribed by the SAO. The 2025 Annual Report covers the fiscal year ended December 31, 2025 and was certified on April 17, 2026, as complete, accurate, and in conformity with the BARS reporting framework.

The City reports on the cash basis of accounting under the BARS Manual. Cash basis reporting differs from accounting principles generally accepted in the United States (GAAP) in several ways: revenues are recognized when cash is received and expenditures when cash is disbursed; all funds are presented in the same statement; government-wide statements are not required; and a Schedule of Liabilities is presented in lieu of full accrual liability disclosure.

The Annual Report submission package consists of the following components. Each component is summarized in the corresponding numbered section of this staff report.

Annual Report Component	Purpose	Summarized In
Annual Report Certification	Preparer/Auditor contact, certification by the Finance Director that the report is complete, accurate, and conforms with BARS.	Section 4
Fund Resources and Uses Arising from Cash Transactions (C-4 / Schedule 1 statement)	Citywide statement of beginning cash, revenues, expenditures, other increases and decreases, and ending cash by fund.	Sections 5–6
Fiduciary Fund Resources and Uses	Custodial fund activity reported by fund type for amounts held on behalf of others.	Section 7
Notes to Financial Statements (Notes 1–12)	Required disclosures: significant accounting policies, budget compliance, deposits and investments, long-term liabilities, OPEB, pensions, property tax, risk management, other disclosures, accounting changes, certain risks, short-term debt.	Section 8
Schedule 01 - BARS Revenue and Expenditure Detail	Detailed BARS coded revenues and expenditures by fund, used by SAO and BARS for citywide rollups.	Section 9
Schedule 9 - Schedule of Liabilities	Beginning balance, additions, reductions, and ending balance for each long-term liability (G.O. debt, leases/SBITAs, compensated absences, pensions, OPEB).	Section 10
Schedule 16 - Schedule of Expenditures of State Financial Assistance	State grant awards expended during the fiscal year by program and identification number.	Section 11
Schedule 21 - Local Government Risk Assessment Questions (unaudited)	Self-reported risk-management indicators (insurance, workers' comp, unemployment, PFML).	Section 12
Schedule 6 - Schedule of Bank Reconciliation	Reconciliation of bank/investment activity to the general ledger; supports the year-end cash balance.	Section 13

Citywide Summary

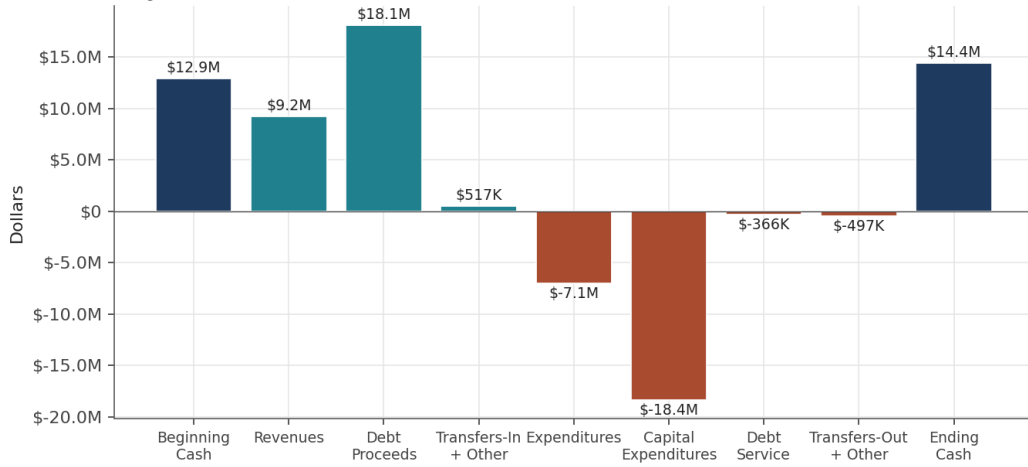
The City finished 2025 in a stronger overall cash position than it began. Total cash and investments grew by \$1,538,363, ending the year at \$14,427,910. The largest single driver of activity was the Sewer Fund, which received \$18,129,086 in new Department of Ecology loan proceeds and incurred \$16,540,000 in capital expenditures for the Wastewater Treatment Plant (WWTP) upgrade.

Citywide Line Item (All Funds, Cash Basis)	Amount (2025)
Beginning Cash and Investments	\$12,889,547
Total Revenues	\$9,200,719
Total Expenditures	\$7,050,831
Excess of Revenues over Expenditures	\$2,149,888
Debt Proceeds	\$18,129,086
Transfers-In	\$482,345
Other Resources	\$35,145
Total Other Increases in Fund Resources	\$18,646,576
Capital Expenditures	\$18,394,634
Debt Service	\$366,214
Transfers-Out	\$482,345
Other Uses	\$14,908
Total Other Decreases in Fund Resources	\$19,258,101
Net Increase in Cash and Investments	\$1,538,363
Total Ending Cash and Investments	\$14,427,910

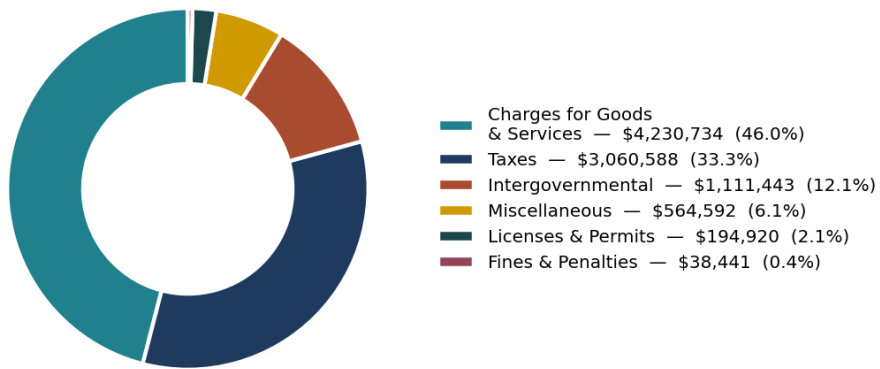
Ending cash and investments are reported by classification:

Classification	Amount	Notes
Restricted	\$758,153	Subject to externally imposed restrictions (e.g., REET, Park Impact Fees).
Committed	\$13,569	Subject to internal commitments by Council ordinance/resolution.
Assigned	\$9,994,394	Assigned by management for specific purposes within proprietary/governmental funds.
Unassigned	\$3,661,794	Available for any general purpose; resides in Current Expense (General Fund).
Total Ending Cash and Investments	\$14,427,910	

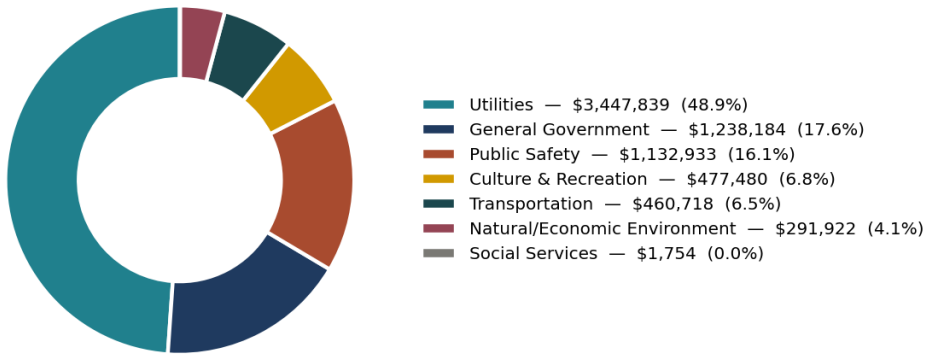
Citywide Cash Sources and Uses, 2025 (All Funds, Cash Basis)



Citywide Revenues by BARS Category — 2025
Total Revenues \$9,200,719



Citywide Operating Expenditures by Function — 2025
Total Expenditures \$7,050,831



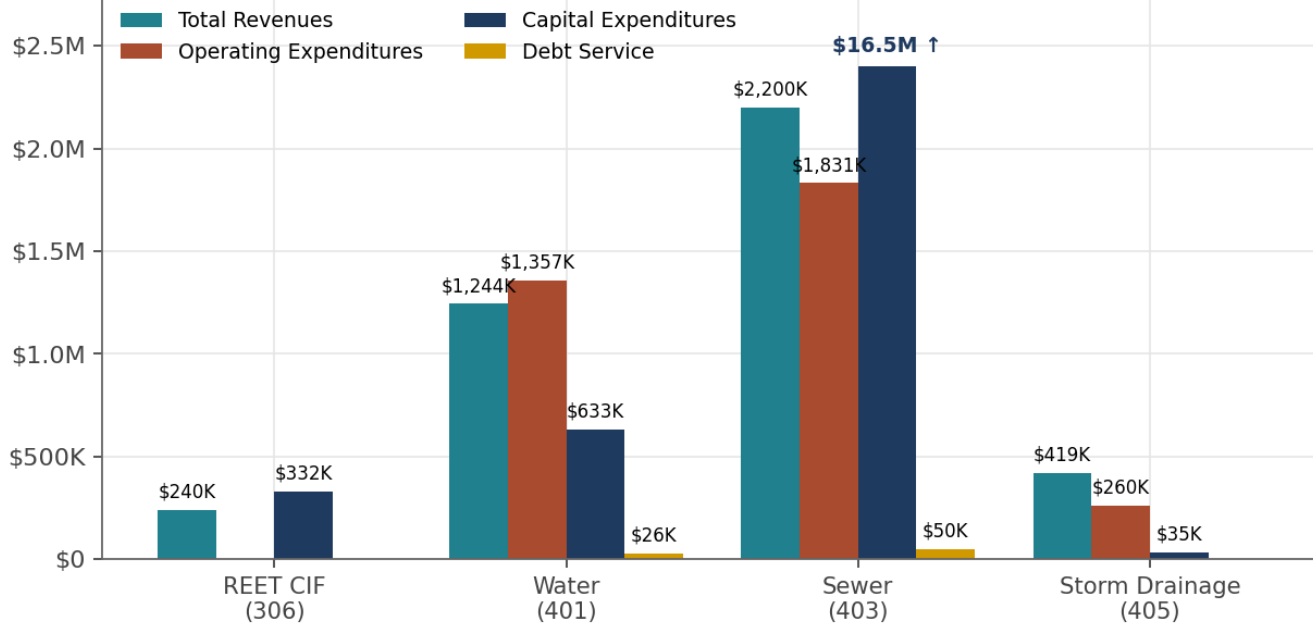
6. Fund Resources and Uses - Major Fund Highlights

The expanded table below presents 2025 cash activity for the City's major funds, including a specific breakdown of revenues, operating expenditures, capital expenditures, and (where applicable) debt service for REET, Water, Sewer, and Storm Drainage. All amounts are presented on the cash basis as reported in the Annual Report Package.

Fund	Beginning Cash	Total Revenues	Operating Expenditures	Capital Expenditures	Debt Service	Other Increases / (Decreases)*	Net Change in Cash	Ending Cash
001 Current Expense (General)	\$3,432,583	\$4,147,254	\$3,123,274	\$46,326	\$265,339	+\$14,149 / \$(497,253)	\$229,213	\$3,661,794
101 Streets	\$390,021	\$306,376	\$459,797	\$30,000	\$0	+\$147,817 / \$0	\$(35,604)	\$354,417
306 REET Capital Improvement	\$794,991	\$240,293	\$0	\$331,641	\$0	\$0 / \$0	\$(91,348)	\$703,643
401 Water	\$2,296,764	\$1,243,679	\$1,356,940	\$632,868	\$26,322	+\$117,708 / \$0	\$(654,743)	\$1,642,021
403 Sewer	\$3,730,896	\$2,199,776	\$1,831,185	\$16,540,000	\$49,553	+\$18,321,522 / \$0	\$2,100,560	\$5,831,456
405 Storm Drainage	\$1,750,594	\$419,312	\$259,715	\$35,098	\$0	+\$3,273 / \$0	\$127,772	\$1,878,366

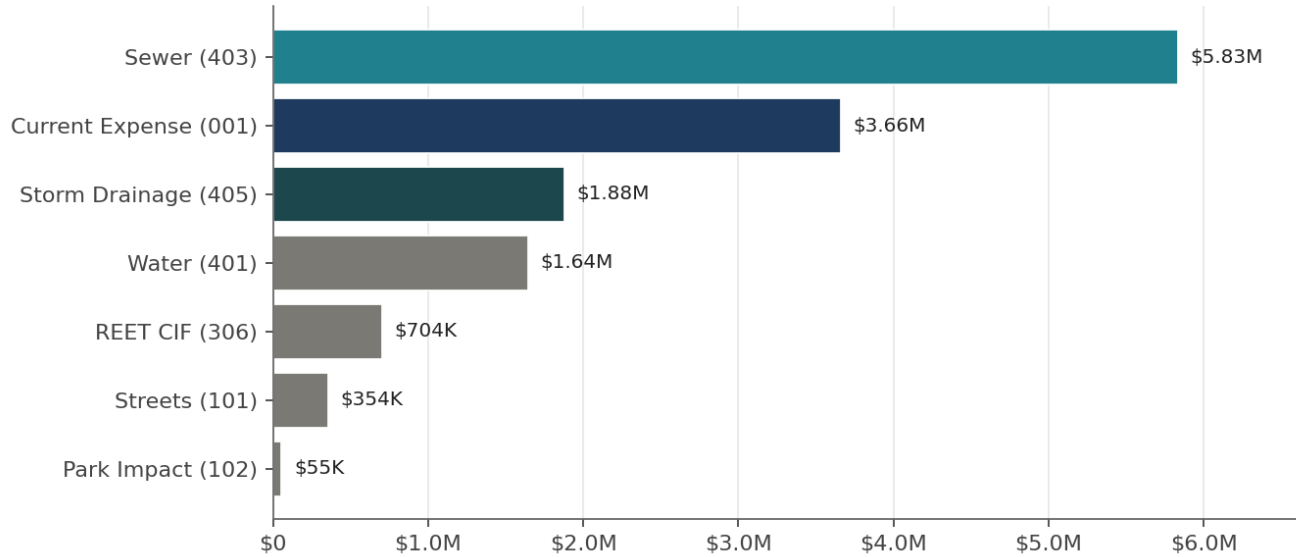
* "Other Increases / (Decreases)" combines transfers-in, debt proceeds, and other resources with transfers-out and other uses. For Sewer (403), Other Increases includes \$18,129,086 in Department of Ecology loan proceeds plus \$192,436 transfers-in. For Water (401), Other Increases includes \$107,802 transfers-in plus \$9,906 other resources.

Revenues vs. Expenditures — REET, Water, Sewer, and Storm Drainage (2025)



Note: Sewer Fund (403) capital expenditures of \$16,540,000 (DOE WWTP upgrade) exceed the chart scale — actual value annotated.

Ending Cash and Investments by Major Fund — Dec. 31, 2025



Notable activity by major fund:

- **Current Expense (001):** Generated \$4.15M in revenues against \$3.12M in operating expenditures, leaving a \$1.02M operating excess. After transfers-out of \$482,345 and debt service of \$265,339, ending unassigned cash stood at \$3.66M - a healthy general operating reserve.
- **Streets (101):** Modest net decrease of \$35,604. Operating activity exceeded revenues, partly offset by \$140,000 in transfers-in for streets work.
- **REET Capital Improvement (306):** Real Estate Excise Tax revenues of \$240,293 funded \$331,641 of capital expenditures, drawing restricted cash down by \$91,348 to \$703,643 at year-end.
- **Water (401):** Revenues of \$1.24M against operating expenditures of \$1.36M, capital expenditures of \$632,868, and debt service of \$26,322. Net decrease of \$654,743 reflects ongoing utility operations and capital reinvestment.
- **Sewer (403):** Largest single-year change. Recorded \$2.20M in operating revenues, \$1.83M operating expenditures, \$18,129,086 in DOE loan proceeds, and \$16.54M in capital expenditures for the WWTP upgrade. Ending cash grew by \$2.10M to \$5.83M.
- **Storm Drainage (405):** Revenues of \$419,312 against operating expenditures of \$259,715 and capital expenditures of \$35,098 produced a net increase of \$127,772, ending the year at \$1.88M.

Fiduciary Fund Resources and Uses

- The City reports custodial activity through a single Trust/Agency Fund, which holds amounts collected on behalf of other parties (such as state-shared collections and other pass-through items). Fiduciary balances are not available to support City programs.
- Per the Cash Basis Notes (Note 1.A), fiduciary funds are presented by fund type and are subject to ending-balance classifications that differ from GAAP net position. As reflected in the deposits and investments disclosure (Note 3), the City held \$10,648 as a custodian for other local governments, individuals, or private organizations as of December 31, 2025, with a combined total (own + custodial) of \$14,438,559.

Notes to Financial Statements

Note 1 - Summary of Significant Accounting Policies - The City of Granite Falls was incorporated December 14, 1903 and operates as a non-charter code city under the Council-Manager form of government. Services include public safety, street improvements, parks and recreation, general administration, water distribution, sewer transmission, and wastewater treatment. The City reports under the Cash Basis BARS Manual (Chapter 43.09 RCW). Capital assets are defined as items costing more than \$5,000 with a useful life greater than one year and are recorded as expenditures when purchased. Compensated absences are recognized under the updated 2024 BARS guidance; the 2025 ending balance is \$309,211 (beginning \$213,441; net change \$95,770), inclusive of estimated employer benefits, FICA, and Medicare. Restricted/committed ending cash includes Park Impact Fees (\$54,510), CIF Alternate Route (\$13,569), and CIF REET (\$703,643).

Note 2 - Budget Compliance - The City adopts annual appropriated budgets for all governmental and proprietary funds at the fund level. The budget constitutes the legal authority for expenditures at that level and lapses at fiscal year-end. Budgetary transfers within a fund's department/object classes are administratively permitted; revisions altering total fund expenditures or affecting authorized positions, salary ranges, hours, or other employment conditions require legislative-body approval.

Note 3 - Deposits and Investments - Deposits and investments at year-end totaled \$14,438,559 (City's own \$14,427,911 plus \$10,648 held as custodian). Composition: KeyBank Operating Account \$2,109,940; State Local Government Investment Pool (LGIP) \$10,688,331; Pacific Premier Bank Money Market \$1,636,688; Cash on Hand \$200; Xpress Billpay \$3,400. The LGIP is reported at amortized cost; oversight is provided by the State Finance Committee under Chapter 43.250 RCW.

Note 4 - Long-Term Liabilities - Total liabilities increased from \$22.03M to \$39.88M (additions \$18.22M, reductions \$0.37M) primarily due to \$18,129,086 in new DOE Water Quality Combined Financial Assistance Agreement loan proceeds for the WWTP upgrade. Other debt instruments include the South Wabash Avenue Water Main Replacement (PWAF, final 7/1/2026), 2013 PWTF Loan, the Wastewater Treatment Facility Upgrades PWB loan (final 6/1/2032), the LTGO Bond 2018 - Civic Center / City Hall (final 12/1/2032), and the new WQC-2024-GraFal-00005 (estimated final 6/30/2057). Compensated absences ending balance: \$309,211. The Snohomish County Alternate Route balance owing is \$4,943,274.

Note 5 - OPEB Plans - The LEOFF I Retiree Medical Plan is a closed, single-employer, defined-benefit OPEB plan administered by the City under RCW 41.26.150(1), paying 100% of eligible retiree healthcare on a pay-as-you-go basis. As of December 31, 2025, the plan had one member (a retiree). Total OPEB liability was \$32,200; benefits paid in 2025 were \$19,081.

Note 6 - Pension Plans - City employees participate in PERS Plan 1, PERS Plan 2/3, and LEOFF, administered by Washington DRS. As of June 30, 2025 (measurement date): PERS 1 - employer

contributions \$46,202, allocation 0.008379%, liability \$98,788. PERS 2/3 - employer contributions \$115,812, allocation 0.010912%, asset \$(416,421). LEOFF 1 - allocation 0.001100%, asset \$(34,854). LEOFF Plan 1 has been fully funded since June 2000; employer/employee contribution rates are zero.

Note 7 - Property Tax - The Snohomish County Treasurer collects property tax for all taxing authorities. The City's 2025 regular levy was \$0.78794230953 per \$1,000 on assessed valuation of \$892,924,763, for a total regular levy of \$703,573.20. Revenues are recognized when cash is received.

Note 8 - Risk Management - The City participates in the Association of Washington Cities Risk Management Service Agency (AWC RMSA) under Ch. 48.62 RCW and the Interlocal Cooperation Act (Ch. 39.34 RCW). AWC RMSA provides \$15M per-occurrence and aggregate liability limits, with an SIR of \$500,000, plus excess coverage layered through NLC MIC and StarStone. Property reinsurance is provided through NLC MIC, with excess property programs led by AIG and CHUBB up to \$250M. As of December 31, 2025, 117 entities participate in the AWC RMSA pool.

Note 9 - Other Disclosures - (a) Snohomish County Alternate Route Project - An Interlocal Agreement (executed February 28, 2007; amended October 2013) under which Snohomish County led the SR-92 Alternate Route project; the City and County share fees and costs equally. The project was completed in 2013; remaining balance owing to Snohomish County is \$4,943,274, repaid via traffic-mitigation impact fees. (b) Joint Venture - Alliance for Housing Affordability (AHA): The City participates in AHA with multiple Snohomish County jurisdictions; HASCO serves as fiscal agent. Granite Falls' 2025 share of the AHA budget is \$47,500 (28.72% of total). (c) Contingencies - Department of Ecology "Early Notice Letter" for Facility Site #1581 (Mountain Loop Hwy landfill); soil-condition matter on Cascade Avenue right-of-way (no issues currently reported); and a moratorium on certain new development tied to WWTP capacity, which is being addressed by the WWTP upgrade project.

Note 10 - Accounting Changes and Error Corrections - No applicable changes or corrections in 2025.

Note 11 - Certain Risk Disclosures - No applicable risks disclosed in 2025.

Note 12 - Short-Term Debt - The City had no short-term debt activity during 2025.

Schedule 01 - BARS Revenue and Expenditure Detail

Schedule 01 reports revenues and expenditures using the State Auditor's BARS coding structure, allowing roll-up of the City's activity into statewide local-government data. The totals below correspond to the citywide rollups and tie to the Fund Resources and Uses statement.

BARS Code	Revenue Category	Amount
310	Taxes	\$3,060,588
320	Licenses and Permits	\$194,920
330	Intergovernmental Revenues	\$1,111,443
340	Charges for Goods and Services	\$4,230,734
350	Fines and Penalties	\$38,441
360	Miscellaneous Revenues	\$564,592
-	Total Revenues	\$9,200,719

BARS Code	Expenditure Function	Amount
510	General Government	\$1,238,184
520	Public Safety	\$1,132,933
530	Utilities	\$3,447,839
540	Transportation	\$460,718
550	Natural / Economic Environment	\$291,922
560	Social Services	\$1,754
570	Culture and Recreation	\$477,480
-	Total Expenditures	\$7,050,831

10. Schedule 9 - Schedule of Liabilities

The Schedule of Liabilities reports beginning balances, additions, reductions, and ending balances for each long-term liability. Highlights:

Category	Beginning	Additions	Reductions	Ending
General Obligation Debt / Liabilities	\$21,616,812	\$18,129,086	\$309,615	\$39,436,283
Revenue and Other (non-G.O.) Debt / Liabilities	\$408,436	\$95,769	\$64,007	\$440,198
Total Liabilities	\$22,025,248	\$18,224,855	\$373,622	\$39,876,481

Notes from the Schedule of Liabilities:

- DOE WWTP Upgrade (264-GraFal-00005, federal/out-of-state govt loans - BARS 263.81): beginning \$14,388,739; +\$18,129,086 additions; ending \$32,517,825 - the largest single liability movement of the year.
- LTGO Bond, 2018 - Civic Center / City Hall: beginning \$1,833,000; reductions \$206,000; ending \$1,627,000.
- Snohomish County Alternate Route obligation: ending balance \$4,918,274.
- 2013 PWTF Loan: beginning \$381,180; reductions \$47,647; ending \$333,533.
- 2016 Snohomish County PWAF Loan (BARS 263.85): beginning \$51,109; reductions \$25,556; ending \$25,553.

- Postage Meter Lease and Copier Lease (BARS 263.56): combined ending balance \$8,198 (postage \$2,771 + copier \$5,427).
- eScribe Software (SBITA, BARS 263.56): ending \$5,900.
- Compensated Absences (proprietary + general fund combined, BARS 259.12): ending \$309,211 (proprietary \$171,239 + general fund \$137,971).
- Pension Liability (BARS 264.30): ending \$98,788. OPEB Liability (BARS 264.40): ending \$32,200.

Schedule of Expenditures of State Financial Assistance

Schedule 15 reports state grant awards expended during the fiscal year. Total state grants expended in 2025: \$705,351.

State Agency	Program Title	Identification Number	Expended
Department of Ecology	Storm Water Quality	WQSWCAP-2325-GRAFAL-00103	\$130,000
Transportation Improvement Board (TIB)	W Stanley St Sidewalk	P-P-820(P05)-1	\$99,144
Transportation Improvement Board (TIB)	SCMP Crack Sealing	2-P-820(010)-1	\$57,342
Transportation Improvement Board (TIB)	2025 Overlay	1-P-820(011)-1	\$355,640
Transportation Improvement Board (TIB)	Stanley St RRFB	C-P-820(001)-1	\$63,225
-	TIB sub-total	-	\$575,351
-	Total State Grants Expended	-	\$705,351

Schedule 21 - Local Government Risk Indicators (Unaudited)

Schedule 21 captures the City's self-reported risk-management posture. The information is unaudited and provided for SAO informational purposes.

Category	City of Granite Falls Response
Property and Liability Insurance	Belongs to a public entity risk pool (AWC RMSA).
Health and Welfare Insurance	All benefits provided by health-insurance company or HMO.
Unemployment Compensation	Pays taxes to the Washington State Department of Employment Security ("Taxable").
Workers' Compensation Obligations	Pays premiums to the Washington State Department of Labor and Industries.
Washington PFML Program	"Voluntary Plan" for one or both program benefits, with no accumulated resources (i.e., risk assumption).
Government Type	City / Town.

Schedule 6 - Bank Reconciliation Summary

Schedule 6 reconciles the City's bank and investment activity to the general ledger and supports the year-end cash balance reported to SAO.

Component	Beginning Balance	Receipts	Disbursements	Ending Balance
Bank Totals	\$13,058,724.27	\$27,593,029.09	\$26,064,155.32	\$14,587,874.95
Reconciling Items	\$(158,755.57)	\$333,914.77	\$324,475.50	\$(149,316.30)
General Ledger Totals	\$12,899,968.70	\$27,857,349.72	\$26,318,759.77	\$14,438,558.65
Unreconciled Variance (Ending)	-	-	-	\$0.00

Bank totals also reflect \$1,026,717.09 in inter-bank transfers in and \$1,026,440.18 in inter-bank transfers out during the year. The bank statements ended at approximately \$14.59 million, and the general ledger ended at approximately \$14.44 million. After applying reconciling items (such as outstanding checks and deposits in transit), the ending unreconciled variance is \$0.00. Credit/debit timing differences appeared during the year but did not carry forward at year-end.

Audit and Compliance

The submission of the Annual Report to the Washington State Auditor's Office is a statutory reporting requirement; it is not an audit opinion. SAO may conduct a separate financial and/or accountability audit through its normal audit processes, which is a distinct engagement.

City staff retain responsibility for maintaining effective internal controls over financial reporting, ensuring the accuracy of reported information, complying with applicable laws and regulations, and submitting corrected information to SAO if errors or omissions are subsequently identified.

Note: All figures in this staff report are presented on the cash basis as reported in the City's 2025 Annual Report submission to the Washington State Auditor's Office. This staff report is staff's summary of the submitted annual report and is not an audit opinion or finding.



**CITY OF
GRANITE FALLS**

CITY COUNCIL AGENDA BILL

Subject: 05.06.2026 Planning Staff Report **Originating Dept.:** Planning Department

Action Recommended:

Approval(s):

Meeting Date: May 6, 2026

Date Submitted:

Exhibit(s):

1. 05.06.2026 Planning Staff Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



CITY COUNCIL STAFF REPORT

To: Mayor and City Council

From: Amy Hess, Planning Director

Department: Planning and Community Development

Date: May 6, 2026

Subject: Planning Department Update

1. UPDATES

Staff training for SmartGov began April 30. Training should take about two weeks, with our “go-live” date scheduled for May 12.

Moonbird Farms went before the Hearing Examiner on April 16. We are still waiting on his decision.

2. DEVELOPMENT ACTIVITY

Staff has completed reviewed permits for new accessory dwelling units as well as a number of mechanical permits. No new formal land use applications have been received.

3. PERMITS ISSUED

Applicant Name	Address	Type of Work
Salish Plumbing	410 Saratoga	Plumbing

4. LONG-RANGE PLANNING

Proposed changes to the *Change of Use, Non-conforming structures and uses*, types of review, as well as other sections of Title 19 and 21 were reviewed by Planning Commission April 14, with an additional round of revisions scheduled for review on May 19. These proposed revisions are expected to be heard at a public hearing with Planning Commission on June 9, with Council review to follow.

Staff is exploring impact fees for accessory dwelling units (ADUs), as our code currently exempts those types of units from paying impact fees, while the state allows collection of up to 50% of those fees for ADUs.

Staff is considering a full overhaul of Title 19 *Unified Development Code* which would result in a title that is easier to navigate, eliminates inconsistencies and conflicting standards, and is friendly to staff, developers, and members of the community. More work is needed to determine the actual amount of time this process will take prior to establishing any timelines. Stay tuned...

5. POLICY AND PROCESS IMPROVEMENTS

Updated policies and procedures for SmartGov will be established and duties assigned upon completion of training and “go-live” of the system. It is anticipated that many new efficiencies will be achieved with the implementation of SmartGov.

6. UPCOMING PRIORITIES

Staff's top priority is the implementation of SmartGov and processing of Land Use applications.

Once SmartGov is live, staff will shift focus to other items identified on the 2026 work plan previously provided. If there are any sections of code that you feel should be prioritized, please share those with me.

7. SUMMARY

The department remains busy with application review as well as permit/process updates and ensuring responsible growth in the City.



**CITY OF
GRANITE FALLS**

CITY COUNCIL AGENDA BILL

Subject: PublicWorksStaffReport 5-6-2026 **Originating Dept.:** Public Works

Action Recommended:

Approval(s):

Meeting Date: May 6, 2026

Date Submitted:

Exhibit(s):

1. PublicWorksStaffReport 5-6-2026

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

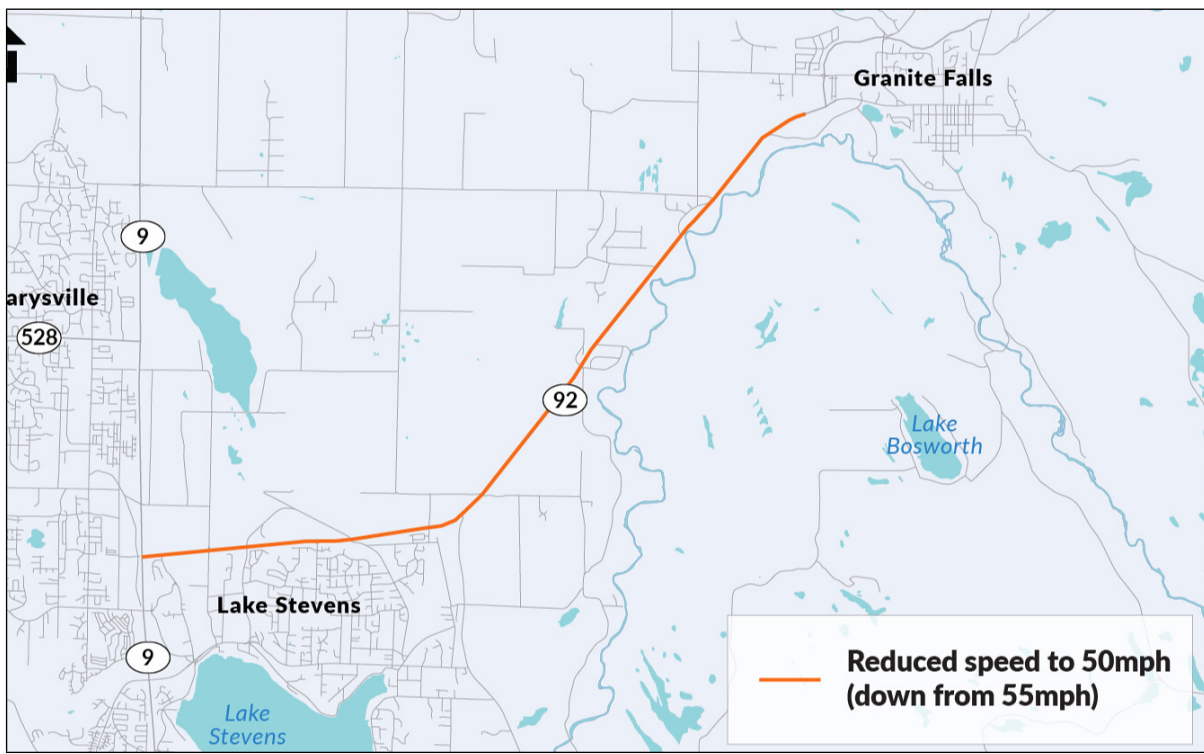
Public Works Staff Report

May 6, 2026

STREETS

Public Works completed asphalt pothole repairs in the alley west of the 100 block of S. Granite Ave.

On April 29, 2026, the Washington State Department of Transportation issued a notification that the speed limit on Highway 92 will be reduced from 55 mph to 50 mph. The new speed limit will be enforceable once the updated signs are installed, which is scheduled for the week of April 29, 2026.



Public Works completed cleaning of the street clock located in front of Old City Hall. A new work order has been created and will recur every five years.

Additionally, pressure washing was completed at City Hall and the Police Department.

SEWER

A partial sewer line blockage was reported by a homeowner in the 400 block of Anderson Ave on April 17, 2026. Public Works located the cleanout for the line in the gravel alley. Once exposed, CCTV equipment was used to inspect the line and verify the blockage. The jetter was deployed at approximately 3:00 p.m., and the

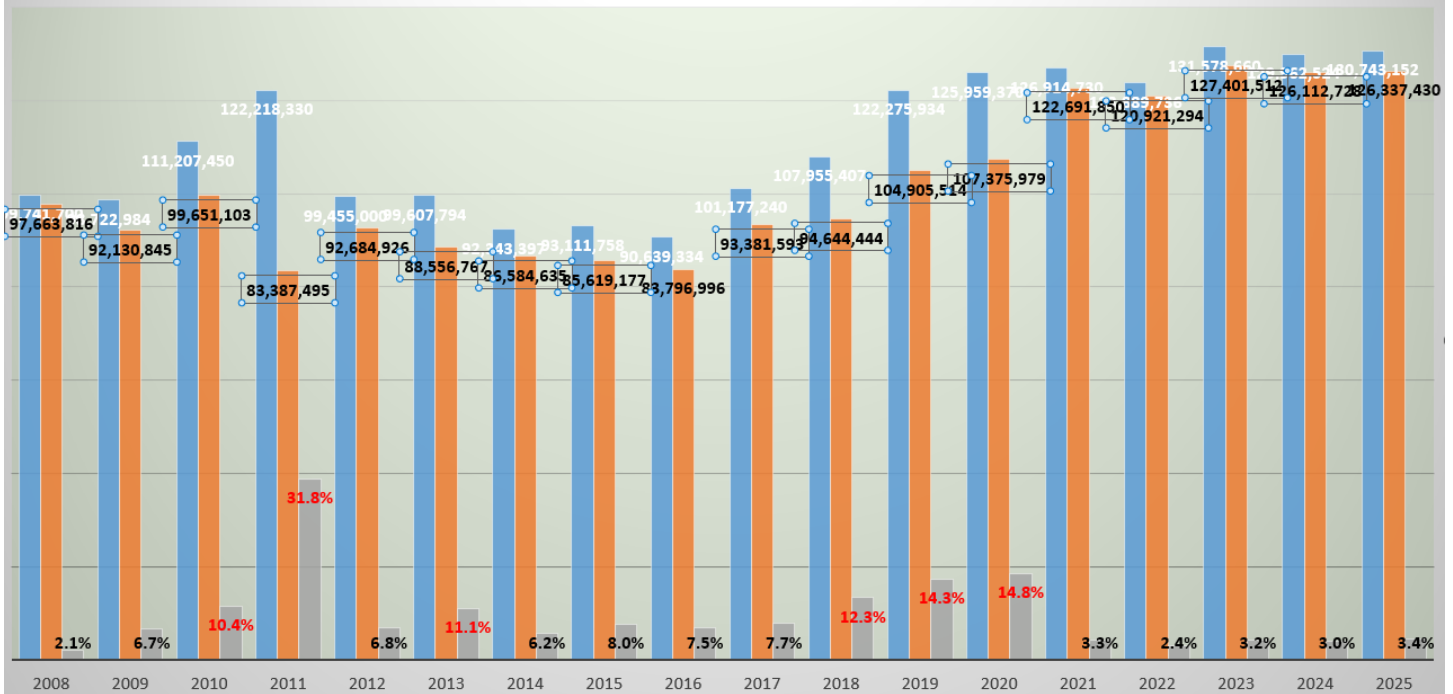
blockage was gradually cleared. No sewage overflow occurred. On Monday, April 20, 2026, Public Works conducted a follow-up CCTV inspection to verify that the line was unobstructed after the jetting activities.

WATER

The 2025 Water Use Efficiency Report has been submitted to the Washington State Department of Health. Distribution system leakage was 3.4%. Average usage per connection decreased from 204 gallons in 2024 to 203 gallons in 2025.

WS Name: GRANITE FALLS CITY OF		
Water System ID# : 29050	WS County: SNOHOMISH	
Report submitted by: Charles White		
Meter Installation Information:		
Estimate the percentage of metered connections: 100%		
If not 100% metered – Did you submit a meter installation plan to DOH? No		
Within your meter installation plan, what date did you commit to completing meter installation?		
Current status of meter installation:		
Production, Authorized Consumption, and Distribution System Leakage Information:		
12-Month WUE Reporting Period 01/01/2025 To 12/31/2025		
Incomplete or missing data for the year? No		
If yes, explain:		
Total Water Produced & Purchased (TP) – Annual volume gallons	130,743,152 gallons	
Authorized Consumption (AC) – Annual Volume in gallons	126,337,430 gallons	
Distribution System Leakage – Annual Volume TP – AC	4,405,722 gallons	
Distribution System Leakage – DSL = $[(TP - AC) / TP] \times 100 \%$	3.4 %	
3-year annual average - %	3.2 %	2023, 2024, 2025

18 year water purchase, sales, and loss



PROJECTS/ MISC.

Indiana/ Kentucky LID

- Open house held April 16, 2026
- Contract documents executed 4/30/2026
- The preconstruction meeting is scheduled for May 5, 2026.
- Tentative construction start date is the end of May

Pedestrian Improvements (RRFBs)

- The scope of work was solicited and bids were opened 4/20/2026. One bid was received; however, it was roughly \$25,000 lower than the original quote received by staff to gauge the bidding requirements.
- Staff is preparing an agenda bill for council consideration to approve the purchase. This will be on for the May 20, 2026 meeting.

City-wide Roadway Crack Sealing Project

- This was awarded to Rain Paint. Insurance information, material submittals, and contracting has been completed. Staff is working with the contractor on scheduling.

Union/ Kentucky Overlay

- City staff reviewing the civil plan set Thursday, April 30
- Submit bid authorization to TIB by Wednesday, May 6th.
- Advertise in the papers on Tuesday, May 12th and Tuesday, May 19th.
- Open bids on Tuesday, May 26th.
- Submit UCE at Bid Opening to TIB by Friday, May 29th.
- Award at June 3rd Council Meeting.

Utility locates have been requested in preparation for the installation of a new picnic table and bench at Frank Mason. The fit and finish will match the picnic table installed under the picnic shelter last year.

Public Works will soon demolish the old wooden gazebo south of Old City Hall. This project was planned for 2025 but fell off the schedule. Recent activity reported by the Chief has helped move the removal forward.



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: 05-06-2026 City Clerk Report,
Passport Marketing Campaign, 2026-
Council-Outlook-Schedule-UPDATED 05-
01-2026

Originating Dept.: City Clerk

Approval(s): City Clerk

Action Recommended: Informational
purposes only.

Meeting Date: May 6, 2026

Date Submitted: 5/1/2026

Exhibit(s):

1. 05-06-2026 City Clerk Report
2. Passport Marketing Campaign
3. 2026-Council-Outlook-Schedule-
UPDATED 05-01-2026

Budgeted Amount:

BARS Code:

Summary Statement:

Please find attached my Staff Report, Advertising Campaign for the Passport Office and an Updated Council Schedule for 2026

Background:

Recommended Motion:

N/A - Informational Purposes Only

City Clerk Staff Report

May 6, 2026



Business Licenses (Inside City):

Ordaz Painting LLC
225 Paradise Pkwy.
Granite Falls, WA 98252-8798
Business license application is for: Construction



Exclusive Design & Construction LLC
618 Eagle View Dr.
Granite Falls, WA 98252-8001
Business license application is for: Construction, construction estimates



Iron Arch Metals, LLC
509 Hemming Way
Granite Falls, WA 98252-8432
Business license application is for: Precious & non-precious metals. Small quantity wholesale of specialty alloy metals direct to manufacturers. Warehousing and shipping done offsite

Business Licenses (Outside City):

Forged Fiber 37 Services, LLC
208 S. Akard St., FL 18
Dallas, TX 75202-4206
Business license application is for: Managed services



RF Service, LLC
25921 Witte Rd. SE
Maple Valley, WA 98038-6862
Business license application is for: HVAC service and maintenance



Earthwork Solutions, LLC

8629 156th St. NE

Arlington, WA 98223-6111

Business license application is for: Septic system installation, septic system repair, drainage systems, trenching, dirt moving, land clearing, demolition



Kinetic Outpost LLC

12405 20th St. NE, Ste. D

Lake Stevens, WA 98258-9270

Business license application is for: Gun sales



NW Tree Service P&C LLC

6903 Robe Menzel Rd.

Granite Falls, WA 98252-8700

Business license application is for: Tree removal and care



Facet (Facet NW, Inc.)

9706 4th Ave. NE, Ste. 300

Seattle, WA 98115-2162

Business license application is for: Environmental consulting, landscape architecture and engineering



Prime Septic LLC

4820 Longhouse Trail LN NE, Apt. 413

Arlington, WA 98223-6492

Business license application is for: Septic tank pumping, septic tank services



Dil's Bake House LLC

3520 233rd Ave. NE

Granite Falls, WA 98252-9345

Business license application is for: Fair vendor, food, food sales, food vendor, farmers market



Lightspeed Construction Group LLC

816 79th Ave. SE #104

Tumwater, WA 98501-5820

Business license application is for: Office administration for construction business of multi-state engineering and telecommunications form, support for broadband network, upgrades



Passport Services Marketing Campaign



Updated Council Calendar



CITY OF GRANITE FALLS, WASHINGTON

Passport Services Marketing Campaign

The image displays two identical banner advertisements for passport services. Each banner has a dark green background on the left and a white background on the right. On the left side, the word "Easy" is written in a yellow script font, flanked by two horizontal white lines. Below it, the words "PASSPORT SERVICES" are written in large, bold, white capital letters. Underneath that, the text "No Wait • No Appointments • 7 Days A Week" is written in a smaller, yellow font. To the right of the text is a stack of three blue U.S. passports, with the top one showing the eagle emblem and the words "PASSPORT" and "United States of America". On the right side of the banner, there is the City of Granite Falls logo (a stylized mountain range) above the text "CITY OF GRANITE FALLS". Below this is a dark green button with the words "LEARN MORE" in yellow, and a white hand cursor icon pointing at the button. The second banner also includes the address "215 S. Granite Ave Granite Falls, WA (360) 322-1005" below the city name.

BACKGROUND

Granite Falls operates a regionally distinctive passport office

In June 2022, the city launched passport acceptance at City Hall, hiring three part-time staff and committing to walk-in service seven days a week with no appointment required.

Our current marketing highlights the office for **walk-in service seven days a week, on-site passport photos, form-fill stations, and friendly City Hall staff.**

Currently posted hours: **Daily 8:30 AM – 7:00 PM**

Year launched

2022

City Hall acceptance facility

Days open per week

7

Walk-in, no appointment

Daily hours posted

8:30am–7pm

Office (Dec 2025)

OBJECTIVE & AUDIENCES

Grow awareness and use of an existing service - without changing operations

PRIMARY OBJECTIVE

Increase awareness and appointment / walk-in use of Granite Falls passport services among regional travelers and nearby Snohomish County communities.

- **Regional residents** Snohomish County and adjacent counties needing first-time passports, child passports, or in-person renewals.

- **Working professionals & families** Households that can only visit during evenings or weekends - the current schedule's strongest differentiator.

- **Mountain Loop travelers** Visitors using Granite Falls as the gateway corridor; cross-promote through tourism partners.

- **Group / employer needs** Schools, employers, and faith communities with periodic group passport needs.

Four service traits our campaign focuses on

01

Walk-in

Seven days a week, no appointment required.

02

Evenings & weekends

Posted daily hours: 8:30 AM – 7:00 PM seven days a week, with extended evening coverage that few neighboring offices match.

03

On-site photos

Compliant 2x2 passport photos taken in-office for an extra fee.

04

Form-fill assistance

Staff help applicants complete DS-11 paperwork on the spot.

Owned and partner channels first; local search next

Owned

- Dedicated passport landing page on city website
- Hours, services, fees, what-to-bring checklist, DS-11 link
- Tracked CTAs: call, directions, "How did you hear about us?"
- City Facebook page (existing) and any Council-approved social

Earned / Partner

- Refreshed listing on Discover Snohomish County visitor portal
- Cross-promotion with chambers, libraries, faith communities
- Take-one cards at partner counters in adjacent communities

Local Search (free)

- Google Business Profile audit & optimization
- Categories, hours, services, photos, Q&A, weekly Posts
- Maximize free Google Maps and local-pack visibility

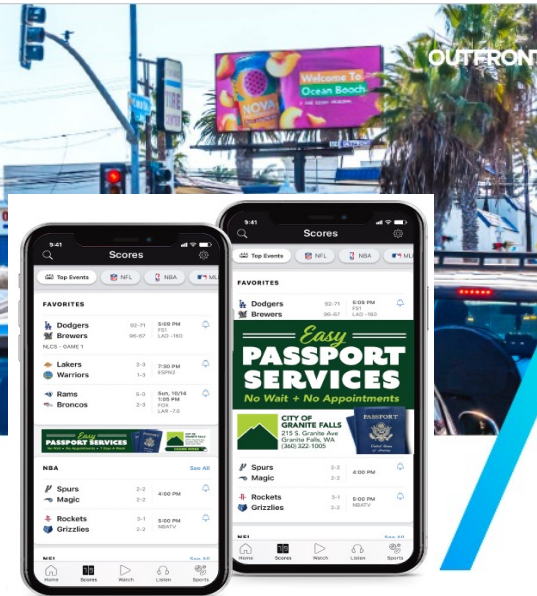
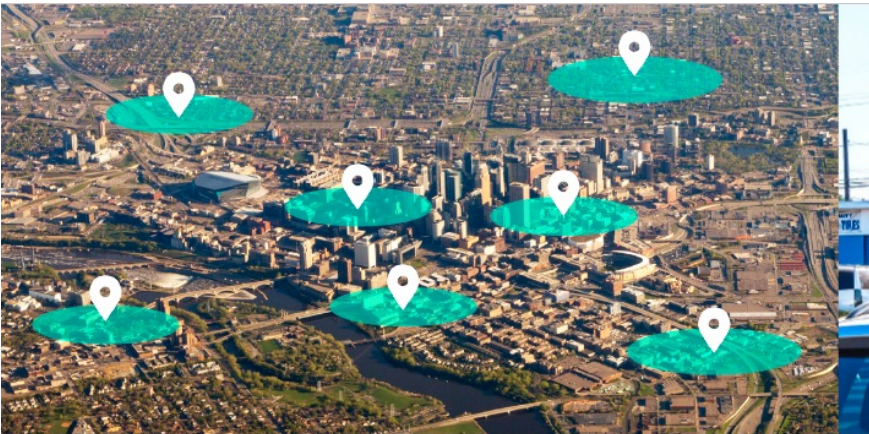
Paid Pilot – Automated Billboard

- Mobile impressions allow us to target specific audiences
 - Frequent travelers
 - Business travelers
 - International travelers
 - Leisure travelers
- The following Cities were specifically targeted:
 - Granite Falls
 - Mill Creek
 - Lynnwood
 - Sea Tac
 - Monroe
 - Lake Stevens
 - Marysville
 - Snohomish
 - Everett

CHANNEL PLAN

Mobile Banner Marketing Campaign

Paid pilot



WE GET YOU PROXIMITY AUDIENCES

Proximity targeting technology enables mobile ad activation for users within a geographical boundary. These virtual perimeters are created around real-world locations defined as lat/longs, addresses, points of interest, zip codes, cities, DMAs, states, or nationwide. As active mobile devices enter the zone, the mobile ad will display for audiences within the geotargeted area. Users must also be actively using one of the apps in our network of over 100k apps to receive an ad.

PEOPLE ARE 48% MORE LIKELY TO CLICK ON A MOBILE AD IF THEY HAVE SEEN THAT SAME AD ON OOH



COPYRIGHT © 2022 OUTFRONT MEDIA INC. ALL RIGHTS RESERVED. LAST REVISED 5/10/2022
Disclaimer: OUTFRONT does not guarantee results or end user activity/engagement with respect to OUTFRONT Mobile campaigns, including, without limitation, the click through rate (CTR), the secondary action rate (SAR) or increased traffic/visits, customer interactions, commercial opportunities, revenue or ROI.

TRACKING PLAN

Baseline, channel source, then platform metrics each month

Baseline (12 months)

- Monthly applications
- Monthly photos
- Acceptance-fee revenue

Channel signals

- Intake survey - "How did you hear about us?"
- Landing-page sessions, scrolls, CTA clicks
- Google Business Profile: views, calls, directions, website clicks
- Paid pilot: impressions, CTR, CPC, conversions, CPA

Outcomes

- Applications processed
- Photos taken
- Acceptance-fee revenue
- Variance vs. baseline

REPORTING

Monthly one-page dashboard prepared by Passport Office lead and Communications, reviewed by City Manager, shared with Council.

Monthly performance dashboard

Applications (count)

TBD

Target: TBD

Passport photos (count)

TBD

Target: TBD

Acceptance-fee revenue (\$)

TBD

Target: TBD

Walk-in share (%)

TBD

Target: TBD

Channel mix (intake survey)

Source: How did you hear about us?

Channel	Mentions	% of total
Google search	TBD	TBD
Google Maps	TBD	TBD
City website	TBD	TBD
Social / Facebook	TBD	TBD
Tourism / partner	TBD	TBD
Friend / family	TBD	TBD
Counter signage	TBD	TBD

Paid search pilot snapshot

Metric	Value
Impressions	TBD
Clicks	TBD
CTR (%)	TBD
CPC (\$)	TBD
Conversions	TBD
Cost per conversion (\$)	TBD
Spend / Monthly NTE (\$)	TBD

90 DAY PILOT TIMELINE

Phased launch with a Council check-in at day 90

Phase 1	Days 0–30	Phase 2	Days 31–60	Phase 3	Days 61–90
<h2>Foundation</h2> <ul style="list-style-type: none">• Capture baseline metrics• Draft & publish landing page• Audit Google Business Profile• Counter signage & QR live• Refresh tourism partner listings		<h2>Activation</h2> <ul style="list-style-type: none">• Owned & social plan in market• Tourism partner placements• Optional paid pilot launches if directed• First monthly dashboard delivered		<h2>Review</h2> <ul style="list-style-type: none">• Second monthly dashboard• Pilot performance review• Report to Council: continue, expand, or pause	

2026 Council Outlook Schedule - revised 5/1/2026

Date	Cohort	Item #	Description
Wednesday, May 6, 2026 Regular	Council	1	Public Hearing - Public Works Standards
		2	Detailed Review of Chapter 2.08 (City Council)
		3	Facility Rental Policy
		4	
		5	
		6	
Wednesday, May 13, 2026 Work Session	Council	1	Discussion on Sheriff Office Contract
		2	Capital Facilities Plan Annual Update and Six-Year Financing Plan & 6 Year TIP Update
		3	
Wednesday, May 20, 2026 Regular	Council	1	Six-Year Transportation Improvement Program (TIP) Update
		2	Annual Street Report to WSDOT Preparation Status
		3	Eric Howard & Chris Sorenson - Sno Isle Library Update
		4	Community Improvement Projects (Mr. Corey's 2nd Grade Class-Mt. Way Elementary)
		3	
Wednesday, June 3, 2026 Regular	Council	1	Technology and Cybersecurity Assessment
		2	Public Hearing - Six-Year TIP Adoption (Resolution)
		3	Snohomish Regional Drug Task Force ILA Renewal
		4	UW Students Hazard Mitigation Plan Presentation
Wednesday, June 10, 2026 Work Session	Council	1	Work Session: 2027 Budget Objectives and Strategic Priorities Discussion
		2	
Wednesday, June 17, 2026 Regular	Council	1	Economic Development Strategy
		2	Mid-Year Legislative Update (Post-Session Recap)
		3	WWTP Outfall Receiving Water Study Update
Wednesday, July 1, 2026 Regular	Council	1	Q2 2026 Financial Report to Council
		2	Annual ILA Review - Status of All Active Interlocal Agreements
		3	Snohomish County 911 Services Agreement
Wednesday, July 8, 2026 Work Session	Council	1	Work Session: Council Retreat Follow-Up / Mid-Year Strategic Plan Check-In
		2	Work Session: Stormwater Management Action Plan Progress Report (G&O)
Wednesday, July 15, 2026 Regular	Council	1	Executive Session - City Manager 1-year Performance / Contract
		2	Community Center Renovation Phase Update
		3	Flock Safety ALPR Contract Review / SB 6002 Compliance Update
Wednesday, August 5, 2026 Regular	Council	1	Capital Facilities Plan Update (Pre-Budget)
		2	City Strategic Plan - Budget and Goals 2027-2036 Discussion
		3	City Manager KPI Report (Mid-Year)
Wednesday, August 12, 2026 Work Session	Council	1	Work Session: 2027 Fee Resolution - Preliminary Discussion (Utility & GFC Rates)
		2	Work Session: Council Size Expansion - Follow-Up Discussion
Wednesday, August 19, 2026 Regular	Council	1	Sno-Isle Library Annual Update
		2	Legion Park / Veterans Memorial Update
		3	Insurance / Risk Management Annual Review
Wednesday, September 2, 2026 Regular	Council	1	Public Hearing - 2027 Fee Resolution (Utility and GFC Rates)
		2	Budget Request Call Letter Issued to Department Heads
		3	Kentucky Ave / Indiana Ave LID Project Construction Update
Wednesday, September 9, 2026 Work Session	Council	1	Work Session: Council Retreat / 2027 Budget Objectives
		2	Work Session: Delegation of Authority Implementation Review
Wednesday, September 16, 2026 Regular	Council	1	Stormwater Rates Ordinance - Annual Review
		2	NPDES Phase II Permit Compliance / Annual Report
		3	
Wednesday, October 7, 2026 Regular	Council	1	City Manager Revenue Estimates to Council for Property Tax Levy Setting
		2	Q3 2026 Financial Report to Council
		3	Animal Control ILA Renewal (City of Everett)
Wednesday, October 14, 2026 Work Session	Council	1	Work Session: 2027 Preliminary Budget Review - Department Presentations
		2	Work Session: New Revenue Strategy Review

Date	Cohort	Item #	Description
Wednesday, October 21, 2026 Regular	Council	1	Public Hearing - Revenue Sources Including Property Tax Increases
		2	Comprehensive Emergency Management Plan (CEMP) Annual Review
		3	
Wednesday, November 4, 2026 Regular	Council	1	Public Hearing - Property Tax Levy / Levy Ordinance Adoption
		2	Public Hearing - 2027 Preliminary Budget (First Hearing)
		3	Code Changes / Planning Commission Update
Wednesday, November 11, 2026 Work Session	Council	1	Work Session: 2027 Preliminary Budget Review - Council Questions and Direction
		2	Work Session: Establish City's 2027 Legislative Priorities
Wednesday, November 18, 2026 Regular	Council	1	Public Hearing - 2027 Final Budget (Second Hearing)
		2	Property Tax Levy Certification to County (Deadline Nov 30)
		3	Staff Report: Process for City Manager Annual Performance Review
Wednesday, December 2, 2026 Regular	Council	1	Public Hearing - Final Budget Adoption (Ordinance) - 2027 Budget
		2	2026 Budget Amendments (if needed - deadline Dec 31)
		3	
Wednesday, December 9, 2026 Work Session	Council	1	Work Session: Year-End Review - 2026 Goals and Accomplishments
		2	Work Session: 2027 Meeting Calendar Adoption / Organizational Planning
Wednesday, December 16, 2026 Regular	Council	1	Final 2027 Budget Adoption (if not adopted Dec 2)
		2	Final 2026 Budget Amendments (Deadline Dec 31)
		3	



**CITY OF
GRANITE FALLS**

CITY COUNCIL AGENDA BILL

Subject: April 2026 Police Staff Report

Originating Dept.: Consultant Police Chief

Action Recommended:

Approval(s):

Meeting Date: May 6, 2026

Date Submitted:

Exhibit(s):

1. April 2026 Police Staff Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

Mayor and Councilmembers,

Granite Falls Police Services City Council Report – April 2026

Overview of Activity

April concluded with a total of **820 calls for service (CFS)**, of which **411 were officer-initiated**. This represents a **3% increase** over April 2025 (797 CFS) and aligns with the broader **five-year upward trend** in service demand. For context, April 2024 remains an outlier with an exceptionally high volume of 916 CFS.

Despite the increase in calls, **case report volume remained low**, with **35 reports** generated during the month. This continues a trend of lower case filings relative to overall call activity, indicating that many incidents are being resolved without the need for formal reporting.

Criminal Activity Summary

- **Theft:** 1 case within the city; assistance provided on 3 additional cases in surrounding jurisdictions.
- **Assault:** 1 case reported, occurring within the L2 beat.
- **Domestic-Related Incidents:** 9 total cases, ranging from **Felony Assault 2** to non-criminal domestic disturbances. As required by state law, all domestic contacts—criminal or not—were documented.

Operational Updates

The long-anticipated **division of the city into East and West beats** has been implemented. While operationally beneficial, the transition has introduced **technical challenges affecting both CAD and Power BI systems**. Resolution is currently projected for **May 24, 2026**. Staff are working through these limitations while maintaining service levels.

Community Engagement & Events

- **Coffee with the Chief (April 18):** This event saw the **highest attendance to date**, hosted at the new fire station on Gun Club Road. The venue was well received, and community engagement was strong.
- **Frontline Leadership Training (April 20–22):** Hosted in partnership with the City, and Embassy Consulting Services. The seminar had **14 attendees**. While attendance was modest, the training delivered valuable leadership development for those present.

Ordinance Enforcement & Public Education

With the adoption of the new e-bike ordinance, enforcement has begun:



City of Granite Falls In Partnership with Snohomish County Sheriff's Office



Sheriff Susanna Johnson

City Manager Jeff Balentine

- **1 e-bike and 1 minibike impounded** following unsafe operation.
- Incident occurred near Cascade Avenue during an educational outreach event at Kinderprep. Both riders were observed operating recklessly on sidewalks.
- Notably, a vigilant community member assisted in preventing their departure until deputies arrived—an example of community partnership in action.

Public education remains a priority. The department has been distributing informational materials to raise awareness of the ordinance. Special thanks to **Brittney** for developing a clear and effective educational flyer that has been well received by the community.

Traffic Enforcement Initiative

May began with a **targeted traffic emphasis** conducted by myself, Deputy Thorne, and Deputy Montgomery (Motor Unit). This initiative is focused on improving roadway safety and addressing ongoing traffic concerns within the city. Additional updates will be provided as the operation progresses.

Closing

Deputies continue to demonstrate professionalism and adaptability while managing increasing call volumes, technical challenges, and proactive community engagement efforts. Their work remains consistent with the department's commitment to public safety and service.

I would also like to extend continued appreciation to City staff for their support and collaboration across all initiatives.

Respectfully submitted,

Tom Dalton #1508

Chief Tom Dalton



CITY OF
GRANITE FALLS

CITY COUNCIL AGENDA BILL

Subject: COGF Purchasing Report

Originating Dept.: City Council

Action Recommended:

Approval(s):

Meeting Date: May 6, 2026

Date Submitted:

Exhibit(s):

1. COGF Purchasing Report

Budgeted Amount:

BARS Code:

Summary Statement:

Background:

Recommended Motion:

CITY OF GRANITE FALLS

STAFF REPORT TO CITY COUNCIL

Claims Report - Resolution No. 2026-03 Purchasing Policy

This report presents year-to-date claims activity for review by the Granite Falls City Council per the reporting requirements in Resolution No. 2026-03, Consolidated Purchasing Policies, Procedures, and Delegation of Purchasing Authority. The purchasing policy requires regular Council reporting on delegated purchasing activity, including purchases and contracts above \$25,000, identification of emergency or sole-source items where applicable, and visibility into contracts that exceed delegated authority thresholds.

Claims Over \$25,000

Date	Trans #	Vendor	Amount	Description	Comment
2026-01-07	55	Snohomish County PUD	\$43,157.52	Water / Electric - Galena St. Ext. Lighting	No Bid Requirement - Utilities - In Budget
2026-01-21	337	Association of Washington Cities - RMSA	\$160,547.00	2026 AWC Risk Management Assesment	Prior Bid - Insurance - In Budget
2026-01-21	351	Gray & Osborne, Inc.	\$143,225.02	Engineering Services	Prior Bid - Ongoing engineering Services - In Budget
2026-01-21	354	Harbor Pacific Contractors Inc.	\$322,083.49	Pay Estimate #25	Prior Bid - Ongoing WWTP construction Services - In Budget
2026-01-21	364	Sno. County Sheriff's-Contract	\$244,630.00	GTF 2025 4th QTR Invoice	Prior Bid - Ongoing SnoCo Sheriff Contract Services - In Budget
2026-01-21	368	Snohomish County PUD	\$27,247.09	Water / Electric - Various Locations	No Bid Requirement - Utilities - In Budget
2026-01-28	624	Olympic Escrow Inc.	\$1,002,310.73	Purchase of Fire Station 116 S Granite Ave	No Bid Requirement - Land Acqyuisition - In Budget
2026-02-18	925	City Of Granite Falls	\$27,300.27	Water/ Sewer Utility Tax	No Bid Requirement - Utilities - In Budget
2026-02-18	932	Gray & Osborne, Inc.	\$81,134.75	Engineer Consulting / Project Management	Prior Bid - Ongoing engineering Services - In Budget
2026-02-18	933	Harbor Pacific Contractors Inc.	\$236,468.80	Progress Estimate 26 WWTP	Prior Bid - Ongoing WWTP construction Services - In Budget
2026-03-04	1335	P n D Logging & Tree Service	\$30,875.30	Perrigoue Park Tree Removal	Prior Bid - In Budget
2026-03-04	1345	Snohomish County PUD	\$29,036.25	Water / Electric	No Bid Requirement - Utilities - In Budget
2026-03-18	1670	City Of Granite Falls	\$27,002.68	Water / Sewer - Feb. 2026 Water/ Sewer Utility Tax	No Bid Requirement - Utilities - In Budget
2026-03-18	1675	Gray & Osborne, Inc.	\$113,737.72	Consulting Services	Prior Bid - Ongoing engineering Services - In Budget
2026-03-18	1676	Harbor Pacific Contractors Inc.	\$79,432.23	PE #27	Prior Bid - Ongoing WWTP construction Services - In Budget
2026-03-18	1686	Snohomish County PUD	\$36,326.36	Water / Electric	No Bid Requirement - Utilities - In Budget
2026-04-15	2224	City Of Granite Falls	\$29,106.94	Water / Sewer - Water / Sewer Utility Tax	No Bid Requirement - Utilities - In Budget
2026-04-15	2235	Gray & Osborne, Inc.	\$84,421.72	Engineer Consulting	Prior Bid - Ongoing engineering Services - In Budget
2026-04-15	2237	Harbor Pacific Contractors Inc.	\$46,340.23	WWTP Upgrade PE #28	Prior Bid - Ongoing WWTP construction Services - In Budget
2026-04-15	2247	Snohomish County PUD	\$34,281.72	Water / Electric	No Bid Requirement - Utilities - In Budget
2026-04-15	2263	WelWest Construction Inc.	\$35,473.60	Final Progress Estimate 4	Prior Bid - Final Billing - In Budget



CITY COUNCIL AGENDA BILL

Subject: Proposed Amendments to Title 12.05, Exhibit 1 - Notice of Public Hearing, Exhibit 2 - Verification of Public Hearing Posting, Exhibit 3 - Proposed Ordinance No. 1074-2026 PublicWorksStandards Update

Originating Dept.: Public Works

Approval(s): Attorney
City Manager

Action Recommended: 1. Public Hearing
2. Consideration of Adoption of Ordinance No. 1074-2026

Meeting Date: May 6, 2026

Date Submitted: 4/29/2026

Exhibit(s):

1. Proposed Amendments to Title 12.05
2. Exhibit 1 - Notice of Public Hearing
3. Exhibit 2 - Verification of Public Hearing Posting
4. Exhibit 3 - Proposed Ordinance No. 1074-2026 PublicWorksStandards Update

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

Staff have been conducting periodic updates to sections of the Granite Falls Municipal Code (GFMC) to ensure alignment with evolving state requirements and the City's building and construction standards. Ordinance 1074-2026 proposes amendments to Title 12.05 of the GFMC, which governs Public Works Developer Standards.

The proposed revisions to Title 12.05 provide clarification, updated definitions, and improved organization. Certain amendments also introduce greater flexibility for staff to

implement administrative changes when necessary to protect life and ensure public safety. While the current Title 12.05 references “minor changes,” the proposed amendments establish a formal definition of that term.

Although Title 12.05 currently permits minor administrative changes, it still references the 2016 Public Works Standards despite updates adopted in 2022. Title 12.05A corrects this discrepancy by aligning the code with the most current standards.

Background:

The current code referenced in Title 12.05 was adopted by the City Council in 2016. Since then, minor updates were made in 2022 to reflect revised preferred materials and installation standards. Similar to the amendments proposed in Title 12.05A, these updates were prompted by a wave of development that revealed necessary adjustments not previously identified.

Recommended Motion:

After the Close of the Public Hearing -

- 1) Motion to Adopt Ordinance No. 1074-2026, an ordinance of the City of Granite Falls, Washington, repealing Chapter 12.05 Public Works Standards, and adopting a new Chapter 12.05 A, approving a New Public Works Standards; providing for severability; addressing and establishing an effective date.

CITY OF GRANITE FALLS, WASHINGTON

ORDINANCE NO. 1074-2026

AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, REPEALING CHAPTER 12.05 PUBLIC WORKS STANDARDS, AND ADOPTING A NEW CHAPTER 12.05A, APPROVING NEW PUBLIC WORKS STANDARDS; PROVIDING FOR SEVERABILITY; ADDRESSING VESTING AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of Granite Falls has adopted in Chapter 12.05 Granite Falls Municipal Code Public Works Standards to guide the design and construction of public infrastructure; and

WHEREAS, the Public Works Standards require updating to reflect current engineering practices, regulatory requirements, and community needs; and

WHEREAS, Chapter 12.05 requires clarification concerning administrative and council actions to revise the Public Works Standards; and

WHEREAS, the City Council finds that it is efficient and in the public interest to repeal the current Chapter 12.05 GFMC and to adopt a new Chapter 12.05A and to approve new Public Works Standards;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Subject to the vesting provision in Section 2 below, Chapter 12.05 GFMC and the Public Works Standards (2016) are repealed and a new Chapter 12.05 A Public Works Standards is adopted reading as follows:

Chapter 12.05A

PUBLIC WORKS STANDARDS

Sections:

[12.05.010A Adoption by reference.](#)

[12.05.020A Definitions.](#)

[12.05.030A Minor revisions administratively approved; **major revisions.**](#)

[12.05.040A Copy on file.](#)

[12.05.045A Right-of-way maintenance outside city limits.](#)

[12.05.050A Penalty.](#)

[12.05.055A Rates and charges – Designated.](#)

12.05.010A Adoption by reference.

The city of Granite Falls adopts the public works standards (~~November 2016~~)entitled ~~_____ (Granite Falls Developer Standards _____ 20226)~~ (the “Standards”) as the standards for the city, which standards are ~~attached to the ordinance codified in this chapter on file in accordance with Section 12.05.050A below~~ and incorporated by reference. ~~The Standards may be revised without revision of this chapter in accordance with Section 12.05.030A below.~~ [Ord. 920 § 1, 2016.]

12.05.020A Definitions.

For the purpose of this chapter and the ~~adopted public works standards (November 2016)~~Standards, the following terms, in addition to their common meaning, are defined:

~~“Public Works Director or designee” shall be that person appointed as public works director under Section 19.04A.325 GFMC.~~

~~“Minor revision” shall mean revisions required to protect life and preserve safety, and such other revisions caused by changes in design and construction technology and methods and having only minimal impact on cost or time of construction. “City engineer” shall mean an engineer employed or contracted by the city on either a part-time or full-time basis. [Ord. 920 § 1, 2016.]~~

12.05.030A Minor revisions administratively approved; **major revisions.**

The ~~city engineer~~Public Works Director with the approval of the city manager is authorized to adopt, administratively, minor revisions to the ~~public works standards (November 2016)~~Standards to better implement the standards or allow for changes in design and construction technology and methods occurring after the effective date of the ordinance

codified in this chapter. ~~[Ord. 920 § 1, 2016.]~~ Any revision that is not a minor revision shall require approval by the City Council acting through a resolution.

12.05.040A Copy on file.

One copy of the ~~Granite Falls public works standards (November 2016)Standards~~ shall be available in the office of the city clerk for review and copying by members of the public. Additionally, any minor administrative revisions made by the ~~city engineer~~Public Works Director with approval of the city manager subsequent to the effective date of the ordinance codified in this chapter shall be dated by the city manager, and a copy of the revised public works standards shall be made available in the office of the city clerk for review and copying by members of the public. ~~[Ord. 920 § 1, 2016.]~~

12.05.045A Right-of-way maintenance outside city limits.

The city is authorized, pursuant to RCW [47.28.140](#), to enter into cooperative agreements for the completion of maintenance within state or county right(s)-of-way located within or outside of city limits. The city may choose to enter into agreements to complete such maintenance without receiving reimbursement for the cost and expense of the work performed, but is not required to enter into agreements. In the absence of any such agreement, the city is not required to complete such maintenance. ~~[Ord. 920 § 1, 2016.]~~

12.05.050A Penalty.

Any person, firm, corporation, or other organization who shall violate any provision of this chapter, including the ~~adopted public works standards (November 2016)Standards~~, shall be guilty of a gross misdemeanor and, upon conviction thereof, be punished by a fine not to exceed \$5,000 and/or 365 days' jail. ~~[Ord. 920 § 1, 2016.]~~

12.05.055A Rates and charges – Designated.

All right-of-way application, review and permit fees shall be as established by resolution of the city council. ~~[Ord. 920 § 1, 2016.]~~

Section 2. All public works standards adopted in or under the authority of Chapter 12.05 GFMC are superseded except as to development, building or construction for which a complete application was on file with the City prior to the effective date of this ordinance. The applicable standards for a complete application shall be those standards in effective as of the date the application was complete.

Section 3. Authority and Applicability. The standards adopted herein shall govern all applicable public and private development, design, and construction activities within the City of Granite Falls, as required by the Granite Falls Municipal Code and applicable state law.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Publication and Summary. This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 6. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the summary consisting of the title.

PASSED by the City Council of the City of Granite Falls, Washington, this ____ day of _____, 2026.

CITY OF GRANITE FALLS

Matthew Hartman, Mayor

ATTEST:

Darla Wilkins, MMC
City Clerk

APPROVED AS TO FORM:

Thom Graafstra, City Attorney

Emily Guildner, City Attorney

Filed with the City Clerk: _____

Passed by the City Council: _____

Published: _____

Effective Date: _____



GRANITE FALLS

City of Granite Falls
215 S. Granite Avenue / P.O. Box 1440
Granite Falls, Washington 98252

Exhibit 1

P (360) 691-6441
F (360) 691-6734
www.ci.granite-falls.wa.us

PUBLIC HEARING NOTICE

City of Granite Falls

May 6, 2026

7:10 p.m., or soon thereafter

BEFORE THE GRANITE FALLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT, in the Granite Falls City Hall Council Chambers at 215 S. Granite Avenue, Granite Falls, WA on Wednesday, the 6th day of May, 2026, at 7:10 p.m., or soon thereafter, a public hearing will occur to receive comments regarding amendments to Title 12.05 of the Granite Falls Municipal Code.

Any person may appear at the hearing and may comment on the proposed amendments. If you are unable to attend the public hearing in person, you may submit your written comments by 5:00 p.m., May 6, 2026, to the attention of the City Clerk at Granite Falls City Hall, 215 S Granite Avenue, Granite Falls, WA, 98252 or darla.wilkins@ci.granite-falls.wa.us, in order for your comments to be considered as part of the formal record. Additional information may be obtained at City Hall from 8:30 a.m. to 5:00 p.m. or by calling 360-691-6441.

GRANITE FALLS CITY COUNCIL

Darla Wilkins, City Clerk

Dated this 24th day of April, 2026.

Notice – All Proceedings of this meeting are sound recorded



VERIFICATION OF PUBLIC HEARING POSTING
FOR CONSIDERATION OF AMENDMENTS TO TITLE 12.05 OF
THE GRANITE FALLS MUNICIPAL CODE

I, Darla Wilkins, City Clerk for the City of Granite Falls, WA hereby certifies the Notice of Public Hearing for the Granite Falls City Council was posted in three public places as described below. This Public Hearing will be held on Wednesday, May 6, 2026, at 7:10 p.m., or soon thereafter in person.

City Hall, 215 South Granite Avenue by: Darla date: 4/24/2026

Granite Falls Public Library, 815 East Galena Street by: Ben date: 4/24/26

Granite Falls Post Office, 205 East Stanley Street by: Ben date: 4/24/26

Emailed to the media parties of record

by: [Signature] Darla date: 4/24/2026
4/24/2026

Certified this 24th day of April, 2026

Darla Wilkins
By Darla Wilkins, MMC, City Clerk

CITY OF GRANITE FALLS, WASHINGTON

ORDINANCE NO. 1074-2026

**AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, REPEALING
CHAPTER 12.05 PUBLIC WORKS STANDARDS, AND ADOPTING A NEW CHAPTER 12.05
A, APPROVING NEW PUBLIC WORKS STANDARDS ; PROVIDING FOR SEVERABILITY;
ADDRESSING VESTING AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Granite Falls has adopted in Chapter 12.05 Granite Falls Municipal Code Public Works Standards to guide the design and construction of public infrastructure; and

WHEREAS, the Public Works Standards require updating to reflect current engineering practices, regulatory requirements, and community needs; and

WHEREAS, Chapter 12.05 requires clarification concerning administrative and council actions to revise the Public Works Standards; and

WHEREAS, the City Council finds that it is efficient and in the public interest to repeal the current Chapter 12.05 GFMC and to adopt a new Chapter 12.05A and to approve new Public Works Standards;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Subject to the vesting provision in Section ____ below, Chapter 12.05 and the Public Works Standards (2016) and the Public Works Standards _____ are repealed and a new Chapter 12.05 A Public Works Standards is adopted reading as follows:

Chapter 12.05A PUBLIC WORKS STANDARDS

Sections:

12.05.010 A Adoption by reference.

12.05.020 A Definitions.

12.05.030 A Minor revisions administratively approved; major revisions.

12.05.040 A Copy on file.

12.05.045 A Right-of-way maintenance outside city limits.

12.05.050 A Penalty.

12.05.055 A Rates and charges – Designated.

12.05.010A Adoption by reference.

The city of Granite Falls adopts the public works standards entitled _____ (_____ 2022) (the “Standards”) as the standards for the city, which standards are on file in accordance with Section 12.05.050 A below and incorporated by reference. The Standards may be revised without revision of this chapter in accordance with Section 12.05.030 A below

12.05.020A Definitions.

For the purpose of this chapter and the Standards the following terms, in addition to their common meaning, are defined:

“Public Works Director or designee” shall that person appointed as ;public works director under Section 19.04A.325 GFMC.”

“Minor revision” shall mean revisions required to protect life and preserve safety, and such other revisions caused by changes in design and construction technology and methods and having only minimal impact on cost or time of construction.

12.05.030A Minor revisions administratively approved; major revisions.

The Public Works Director with the approval of the city manager is authorized to adopt, administratively, minor revisions to the Standards to better implement the standards or allow for changes in design and construction technology and methods occurring after the effective date of the ordinance. Any revision that is not a minor revision shall require approval by the City Council acting through a resolution.

12.05.040A Copy on file.

One copy of the Standards shall be available in the office of the city clerk for review and copying by members of the public. Additionally, any minor administrative revisions made by the Public Works Director with approval of the city manager subsequent to the effective date of the ordinance codified in this chapter shall be dated by the city manager, and a copy of the revised public works standards shall be made available in the office of the city clerk for review and copying by members of the public.

12.05.045A Right-of-way maintenance outside city limits.

The city is authorized, pursuant to RCW [47.28.140](#), to enter into cooperative agreements for the completion of maintenance within state or county right(s)-of-way located within or outside of city limits. The city may choose to enter into agreements to complete such maintenance without receiving reimbursement for the cost and expense of the work performed, but is not required to enter into agreements. In the absence of any such agreement, the city is not required to complete such maintenance.

12.05.050A Penalty.

Any person, firm, corporation, or other organization who shall violate any provision of this chapter, including the Standards shall be guilty of a gross misdemeanor and, upon conviction thereof, be punished by a fine not to exceed \$5,000 and/or 365 days' jail.

12.05.055A Rates and charges – Designated.

All right-of-way application, review and permit fees shall be as established by resolution of the city council.

Section 2. All public works standards adopted in or under the authority of Chapter 12.05 GFCM are superseded except as to development, building or construction for which a complete application was on file with the City prior to the effective date of this ordinance. The applicable standards for a complete application shall be those standards in effective as of the date the application was complete.

Section 3. Authority and Applicability. The standards adopted herein shall govern all applicable public and private development, design, and construction activities

within the City of Granite Falls, as required by the Granite Falls Municipal Code and applicable state law.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Publication and Summary. This Ordinance or summary thereof consisting of the title shall be published in the official newspaper of the City.

Section 6. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the summary consisting of the title.

PASSED by the City Council of the City of Granite Falls, Washington, this ____ day of _____, 2026.

CITY OF GRANITE FALLS

Matthew Hartman, Mayor

ATTEST:

Darla Wilkins, MMC
City Clerk

APPROVED AS TO FORM:

Thom Graafstra, City Attorney

Emily Guildner, City Attorney

Filed with the City Clerk: _____

Passed by the City Council: _____

Published: _____

Effective Date: _____



CITY COUNCIL AGENDA BILL

Subject: Granite Falls Community Center Facility Rental Policy Presentation, Granite Falls Resolution 2026-08Civictg, City of Granite Falls Community Center Facility Use PolicyTG

Originating Dept.: City Manager

Approval(s): City Manager
Attorney

Action Recommended: Approve Resolution Number 2026-08 A Resolution of the City Council of the Granite Falls, Washington, Adopting an Updated Facility Use Policy for the Granite Falls Community Center (Former Firehouse); Removing the Granite Falls Civic Center from the Public Facility Rental Program; Establishing CPI-Adjusted Rental Rates; and Repealing Resolution 2019-15.

Meeting Date: May 6, 2026

Date Submitted: 4/25/2026

Exhibit(s):

1. Granite Falls Community Center Facility Rental Policy Presentation
2. Granite Falls Resolution 2026-08Civictg
3. City of Granite Falls Community Center Facility Use PolicyTG

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

Recommended changes to the previous Facility Policy include:

- The Civic Center is removed from the rental program.

- The Community Center (former firehouse) becomes the new public rental facility.
- Reservations already booked under Resolution 2019-15 are honored at the original rates.
- Rates:
 - Kitchen \$35/hr // Daily Cap (8hr) \$280
 - Training/Meeting Room \$45/hr // Daily Cap (8hr) \$360
 - Bay 1 \$55/hr // Daily Cap (8hr) \$440
 - Bay 2 \$55/hr // Daily Cap (8hr) \$440
 - Combined Bays 1&2 \$95/hr // Daily Cap (8hr) \$760
 - Full Facility \$120/hr // Daily Cap (8hr) \$965
 - Parking Lot (add-on only) \$30/hr // Daily Cap (8hr) \$240
- **Preserved:** Three-hour minimum. Refundable damage/cleaning deposit \$320. Alcohol surcharge \$195. After-hours/holiday surcharge 25%. Type 1 (City) use remains free; Type 2 (Public Service) remains free during regular business hours.
- **Preserved:** Three user types (City / Public Service / Private) from 2019 policy
- **Preserved:** 11 PM curfew, 3-day consecutive-use cap, 2-week advance minimum, 12-month booking window
- **Preserved:** Cannabis prohibition, 25-foot smoking setback (RCW 70.160.075)
- **Preserved:** WSLCB banquet permit / Special Occasion License for alcohol; dram shop coverage when alcohol is sold
- **Preserved:** Prohibited items list (confetti, glitter, rice, birdseed, helium balloons, fog machines, open flames)
- **Preserved:** Full indemnification and hold-harmless language
- **Preserved:** Religious-activity limit among denial grounds
- **New:** Specific insurance dollar limits (\$1M/\$2M CGL; \$1M host liquor; \$100K damage to premises)
- **New:** Additional Insured and primary/non-contributory endorsement requirements
- **New:** Formal written appeals process to City Council
- **New:** Nondiscrimination citations updated
- **New:** Easter, Juneteenth, and Memorial Day have been added to the holidays unavailable
- **New:** Appendix A (application form template)

Background:

The City's current Facility Use Policy was adopted by Resolution 2019-15 on December 4, 2019, and governs rental of the Granite Falls Civic Center at 215 S Granite Avenue. Since then, two material changes have occurred as well as cost escalations since 2019:

- The City acquired the former Snohomish County Fire Protection District No. 17 fire station and is renovating it as a community gathering space. At the March 11, 2026 City Council work session, the Council reviewed the Community Center Vision and Renovation Plan developed with the University of Washington Livable

City Year program and directed staff to develop a phased public-use facility use plan and revised policy.

- The current Civic Center is primarily used for Council meetings, City business, and City-sponsored functions, and has experienced significant wear and tear from its use as a rental facility.
- Rates adopted in 2019 have not been adjusted for inflation. The cumulative change in BLS CPI-U from December 2019 through March 2026 is +28.50%.

Recommended Motion:

1) Move to approve Resolution Number 2026-08 A Resolution of the City Council of the Granite Falls, Washington, Adopting an Updated Facility Use Policy for the Granite Falls Community Center (Former Firehouse); Removing the Granite Falls Civic Center from the Public Facility Rental Program; Establishing CPI-Adjusted Rental Rates; and Repealing Resolution 2019-15.

Granite Falls Community Center

Facility Use Policy Update

Agenda

- 1 Why This Update** Civic Center transition, inflation, operational needs
- 2 New Facility at a Glance** Former fire station: 9,270 sq ft, 5 rentable spaces
- 3 What Changes** Scope, rates, insurance, administration
- 4 What Stays the Same** Three user types and core 2019 protections
- 5 Rate Schedule** CPI-U methodology and per-space pricing

CONTEXT

Why Update the 2019 Policy Now

Facility Transition

The former FD #17 fire station is being renovated as a public gathering space. The March 11, 2026 Council work session directed staff to develop a public-use framework for the revised facility policy.

Civic Center

The Civic Center is now fully committed to City government use - Council meetings, City business, and operations. Over the years, the use as a rental space has resulted in significant damage and repair & maintenance costs.

Inflation

Rates adopted in December 2019 have not been adjusted. CPI-U has risen 28.5% since then, and 2019 rates no longer recover the reasonable cost of operation.

Granite Falls Community Center

9,270

Square feet

5

Rentable spaces

200

Max occupancy (combined bays)

Rentable spaces

Kitchen	Commercial kitchen adjoining Meeting Room
Training / Meeting Room	Large conference room along south wall
Bay 1	~1,800 sq ft open event space
Bay 2	~1,800 sq ft open event space
Parking Lot	Add-on to interior rental only

POLICY CHANGES

What's New in the 2026 Policy

Scope

Civic Center removed from facility rentals; Community Center becomes the public rental facility.

Rates

CPI-U adjustment of +28.5% (Dec 2019 → Mar 2026). Per-space pricing for Kitchen, Training Room, Bays, and Parking Lot. Annual CPI-U adjustments going forward.

Insurance

Specific dollar limits: \$1M/\$2M CGL, \$1M host liquor, \$100K damage to premises. Additional Insured, primary and non-contributory.

Administration

Formal appeals process; annual facility-use report to Council; updated nondiscrimination citations.

Holidays

Easter, Juneteenth, and Memorial Day added to holidays unavailable.

Appendices

Appendix A provides an application form template.

What Carries Forward from 2019-15

Three user classifications

Type 1

City Use

Free · First priority

Type 2

Public Service (Nonprofits, Agencies)

Free during business hours

Type 3

Private Use

Paid · 3-hour minimum

Preserved provisions

- 11 PM curfew · 2-week advance minimum · 12-month booking window
- 3-day consecutive-use cap without City Manager approval
- Cannabis prohibition · 25-ft smoking setback (RCW 70.160.075)
- WSLCB banquet permit / Special Occasion License for alcohol
- Prohibited items: confetti, glitter, rice, birdseed, helium, fog
- Full indemnification and hold-harmless language
- Religious-activity limit

HOW WE SET THE NEW RATES

CPI-U Methodology

Cumulative CPI-U change

+28.5%

Dec 2019 → Mar 2026

CPI-U index values: 256.974 → 330.213

*Source: U.S. Bureau of Labor Statistics
Consumer Price Index for All Urban Consumers
Series ID CUUR0000SA0, not seasonally adjusted*

WORKED EXAMPLE

Hourly rate (2019 → 2026)

2019 baseline hourly rate	\$94.00
× CPI factor (330.213 / 256.974)	1.2850
= Adjusted hourly rate	\$120.79
Rounded to nearest \$5.00	\$120.00

TYPE 3 PRIVATE USE RATES

2026 Rate Schedule

Space	Hourly	3-Hour Min	Daily Cap	Max Occupancy
Kitchen	\$35	\$105	\$280	15
Training / Meeting Room	\$45	\$135	\$360	50
Bay 1	\$55	\$165	\$440	100
Bay 2	\$55	\$165	\$440	100
Combined Bays 1 + 2	\$95	\$285	\$760	200
Full Facility	\$120	\$360	\$965	-
<i>Parking Lot (add-on only)</i>	\$30	Waived	\$240	<i>per site plan</i>

Deposit
\$320 refundable

Alcohol surcharge
\$195

After-hours / holiday
+25%

Staff time
\$120/hr per employee

Updated Minimum Coverage Requirements

Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Personal & Advertising Injury	\$1,000,000 per occurrence
Damage to Premises Rented	\$100,000 per occurrence
Host Liquor Liability	\$1,000,000 per occurrence (when alcohol served)
Liquor Liability	\$1,000,000 per occurrence (when alcohol sold)
Automobile Liability	\$1,000,000 combined single limit (if vehicles used)

Endorsements

City of Granite Falls named as Additional Insured · Primary and non-contributory · 30-day written notice of cancellation · Certificates due 7 days pre-event

Revenue, Cost Recovery, and Community Benefit

Modest Revenue Increase

Updated rates recover inflation since 2019 and better match the cost of operating a 9,270 sq ft facility vs. the smaller Civic Center footprint.

No Fee Barrier for Partners

Type 1 City use remains free. Type 2 Public Service use (nonprofits, agencies) remains free during regular business hours - continuing the City's support for civic partners.

Administrative Cost Absorbed

Scheduling, invoicing, and post-event inspections are handled within existing capacity. No new FTE request.

FY 2027 Budget Alignment

An itemized fiscal projection will accompany the FY 2027 budget when renovation progress enables regular public rental. Capital renovation: \$300K-\$500K / year over 3-5 years.

**CITY OF GRANITE FALLS, WASHINGTON
RESOLUTION NO. 2026-08**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, ADOPTING AN UPDATED FACILITY USE POLICY FOR CERTAIN CITY FACILITIES INCLUDING THE GRANITE FALLS COMMUNITY CENTER (FORMER FIREHOUSE); REMOVING THE GRANITE FALLS CIVIC CENTER FROM THE PUBLIC FACILITY RENTAL AND USE PROGRAM; ESTABLISHING CPI-ADJUSTED RENTAL RATES; AND REPEALING RESOLUTION 2019-15.

WHEREAS, the City of Granite Falls is a non-charter code city organized under Title 35A RCW and is authorized to acquire, manage, and regulate the use of City-owned property; and

WHEREAS, on December 4, 2019, the City Council adopted Resolution 2019-15, which established the Facility Use Policy governing rental and use of the Granite Falls Civic Center at 215 S Granite Avenue; and

WHEREAS, the City has acquired and is progressively renovating the former Snohomish County Fire Protection District No. 17 fire station, an approximately 9,270 square foot historic brick structure located one block northwest of the Granite Falls Civic Center on South Granite Avenue; the fire station is hereinafter referred to as the "Community Center"; and

WHEREAS, the City Council held a work session on March 11, 2026, to review the Community Center Vision and Renovation Plan developed in partnership with the University of Washington Livable City Year program, and directed staff to prepare a phased operational framework for public use of the facility; and

WHEREAS, the Granite Falls Civic Center is needed for City government purposes, including City Council meetings, City business, emergency operations, and City-sponsored functions, and should be removed from the public facility rental and use program; and

WHEREAS, the rental rates adopted by Resolution 2019-15 have not been adjusted for inflation since December 2019, and the cumulative change in the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) from December 2019 (256.974) through March 2026 (330.213) is +28.50 percent, warranting an update to the fee schedule; and

WHEREAS, the updated Facility Use Policy preserves the three-tier user classification framework (City Use / Public Service Use / Private Use) from Resolution 2019-15 and updates insurance limits, nondiscrimination provisions, reporting requirements, and administrative procedures to align with current Washington law and municipal best practices; and

WHEREAS, the City Council finds that adoption of the updated Facility Use Policy attached hereto as Exhibit A is in the best interest of the public health, safety, and welfare;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AS FOLLOWS:

Section 1. Adoption of Updated Facility Use Policy. The City Council hereby adopts the "Granite Falls Community Center Facility Use Policy," attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. Removal of Civic Center from Rental Program. Effective upon adoption of this Resolution, the Granite Falls Civic Center (215 S Granite Avenue) is removed from the public facility rental and use program and shall be reserved exclusively for City government purposes.

Section 3. Rental Rates. The rental rates set forth in Section 4 of Exhibit A are hereby established as the rental rates for the Community Center, superseding the rates previously adopted under Resolution 2019-15.

Section 4. Administration. The City Manager is designated as the administrator of the Facility Use Policy, with authority to interpret, apply, and publish administrative procedures, application forms, and post-event checklists consistent with the intent of this Resolution.

Section 5. Repealer. Resolution 2019-15 is hereby repealed in its entirety. Any rental reservations lawfully made under Resolution 2019-15 that are scheduled to occur after the effective date of this Resolution shall be honored at the rates in effect at the time of booking, unless otherwise agreed in writing by the renter and the City.

Section 6. Severability. If any provision of this Resolution or its application to any person or circumstance is held invalid, the remainder of the Resolution or the application of its provisions to other persons or circumstances shall not be affected.

Section 7. Effective Date. This Resolution shall take effect immediately upon its passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AT A REGULAR MEETING THEREOF HELD ON THE _____ DAY OF _____, 2026.

CITY OF GRANITE FALLS

Matthew Hartman, Mayor

ATTEST:

Darla Wilkins, City Clerk

APPROVED AS TO FORM:

Thomas Graafstra, City Attorney
Emily Guildner, City Attorney

EXHIBIT A - Granite Falls Community Center Facility Use Policy

1. Purpose and Scope

This Facility Use Policy governs the scheduling, rental, and use of the Granite Falls Community Center, housed at the former fire station and located on South Granite Avenue, one block northwest of the Granite Falls Civic Center, that is City Hall . The Granite Falls Community Center is referred to as (the "Community Center". This Policy may be amended to subject other city facilities to its terms This Policy supersedes and replaces the Facility Use Policy adopted by Resolution 2019-15 on December 4, 2019.

1.1 Facility Transition

Effective upon adoption of this Policy, subject to any existing reservations that must be honored, the Granite Falls Civic Center (located at 215 S Granite Avenue) is removed from the public facility rental and use program and the Granite Falls Civic Center is reserved solely for City government purposes, including Council meetings, City business, emergency operations, and City-sponsored functions. Rental scheduling for public use will be consolidated at the Community Center or other City facilities not including the Granite Falls Civic Center..

1.2 Policy Objectives

- Provide safe, equitable, and predictable public access to a shared civic gathering space.
- Preserve the historic character and physical integrity of the former firehouse building or other facilities to which this policy is amended to apply;
- Recover the reasonable costs of operation, maintenance, cleaning, and staffing from private users.
- Give priority to City-sponsored activities, public-service organizations, and local community groups.
- Establish clear standards for conduct, alcohol service, insurance, and liability that align with current Washington law.

1.3 Authority

This Policy is adopted by the Granite Falls City Council pursuant to the City's general authority under Title 35A RCW to manage City-owned property. The City Manager is designated as the administrator of this Policy and is authorized to interpret, apply, and refine its operational provisions consistent with the intent expressed herein.

2. Facility Description

The Community Center is an approximately 9,270-square-foot historic brick structure originally constructed as a fire station. The City acquired the building and is phasing in a 3 to 5-year renovation program at an estimated cost of \$300,000 to \$500,000 per year. During and after renovation, the

following spaces in the Community Center are available for public rental, either individually or in combination, subject to the availability, capacity limits, and conditions set forth in this Policy.

2.1 Rentable Spaces

Space	Description	Maximum Occupancy
Kitchen	Commercial-grade kitchen adjoining the Training/Meeting Room; suitable for event catering and food staging.	15
Training / Meeting Room	Large conference room along the south wall; flexible tables and seating for meetings, classes, and small events.	50
Bay 1	Large open event bay (approx. 1,800 sq ft); suitable for receptions, markets, and community gatherings.	100
Bay 2	Large open event bay (approx. 1,800 sq ft); may be combined with Bay 1 for larger events.	100
Combined Bays 1 + 2	Full bay area opened as one room; ideal for banquets, performances, and fairs.	200
Parking Lot	Available only as an add-on to an interior space rental; used for overflow parking, guest access, or approved ancillary event use.	Per site plan

Occupancy limits are interim figures subject to final certification by the Snohomish County Fire Marshal upon completion of each renovation phase. The City Manager may adjust posted occupancy limits to reflect Fire Marshal determinations or life-safety considerations.

2.2 Parking Lot Use

The Community Center parking lot is available exclusively as an add-on to an interior space rental. The parking lot is not independently rentable. Renter use of the lot shall not materially impair public parking availability for adjoining City facilities. Food service, retail sales, or amplified sound in the parking lot require written approval from the City Manager and any applicable state or county permits.

2.3 Spaces Not Available for Rental in the Community Center

- Upstairs office, workout area, and unfinished storage
- Sleeping quarters and laundry
- Staff-only offices in the southeast corner
- Mechanical, electrical, and utility rooms

3. User Classifications

The following three classifications establish scheduling priority and applicable fees. This three-type framework is preserved from Resolution 2019-15.

3.1 Type 1 - City Use

City-sponsored or co-sponsored activities, meetings, elections, emergency operations, and events hosted by City departments, boards, or commissions. No charge. First priority in scheduling.

3.2 Type 2 - Public Service Use

Local, state, and federal public agencies; Washington nonprofit corporations recognized under RCW 24.03A and tax-exempt organizations described in 26 U.S.C. § 501(c)(3). No charge during regular City business hours (Monday-Friday, 8:00 AM to 5:00 PM, excluding holidays). Rates in Section 4 apply to after-hours use.

3.3 Type 3 - Private Use

All other organizations, businesses, individuals, and private events. Rates in Section 4 always apply, with a three-hour minimum. The City Manager may, in writing, waive or reduce fees for events that demonstrate substantial community benefit; any such waiver shall be reported to the City Council at its next regular meeting.

4. Fee Schedule

The following rates are effective upon adoption and reflect a Consumer Price Index (CPI-U) adjustment of +28.5% applied to the rates originally adopted by Resolution 2019-15. The adjustment represents the cumulative change in CPI-U from December 2019 (256.974) through March 2026 (330.213), as published by the U.S. Bureau of Labor Statistics.

4.1 Hourly Rates by Space (Type 3 Private Use) for Community Center

Space	Hourly Rate	3-Hour Minimum	Daily Cap (8 hr)
Kitchen	\$35	\$105	\$280
Training / Meeting Room	\$45	\$135	\$360
Bay 1	\$55	\$165	\$440
Bay 2	\$55	\$165	\$440
Combined Bays 1 + 2	\$95	\$285	\$760
Full Facility (all interior spaces)	\$120	\$360	\$960
Parking Lot (add-on only)	\$30	Waived with rental	\$240

4.2 Additional Fees and Deposits for use or rental of the Community Center

Item	Amount	Notes
Refundable Damage / Cleaning Deposit	\$320	Held until post-event inspection; forfeited in whole or part to cover damage or additional cleaning.
Alcohol Event Surcharge	\$195	Covers additional staff oversight.
City Staff Time (custodial, technical, security)	\$120 / hr per employee	Billed when staff presence is required by City Manager or by event nature.
After-Hours / Holiday Surcharge	25% of normal fees	Applies to use outside 8:00 AM-9:00 PM or on days the facility is otherwise closed.
Late Departure Fee	\$195 / hr (1-hr min)	Assessed if event extends beyond booked end time without prior approval.
Change Fee	\$35	Applies to changes requested within 14 days of the event.

4.3 Payment Terms

- Fifty percent (50%) of the estimated rental fee and the full refundable deposit are due at the time the rental agreement is executed.
- The remaining balance is due no later than fourteen (14) days before the event.
- Payments may be made by check, money order, or approved electronic method payable to the City of Granite Falls.
- The City Manager is authorized to require payment in certified funds for any high-risk or high-value booking.

4.4 Cancellations and Refunds

- Type 2 (Public Service): Fees and deposits are refunded, in full, if written notice is received at least fourteen (14) days prior to the event.
- Type 3 (Private): Fees are refunded in full if written notice is received at least forty-eight (48) hours prior to the event, assuming no damage, cleaning, or staff overages have been incurred.
- The City may cancel any reservation for operational, safety, or emergency reasons, in which case all fees are refunded in full.

4.5 Fee Adjustments

Starting January 1, 2027, the rates will automatically adjust according to the percentage increase in the Seattle-Tacoma-Bellevue Area CPI-U (Regional CPI-U) average. This adjustment will compare the Regional CPI-U of June in the previous year to that of June two years prior. For example, the fee adjustment on January 1, 2027, will be based on the June 2026 Regional CPI-U compared to the June 2025 Regional CPI-U.

5. Reservations and Scheduling

5.1 Booking Window

- Minimum advance notice: two (2) weeks before the requested event date.
- Maximum advance booking: twelve (12) months.
- Applicants shall not publicize or advertise an event until the rental agreement has been approved in writing by the City.

5.2 Priority Order

1. City Use (Type 1).
2. Public Service Use (Type 2) during business hours.
3. Private Use (Type 3) and all after-hours Type 2 uses, in the order received.

5.3 Duration Limits

- All meetings shall conclude, and spaces shall be vacated by 11:00 PM unless the City Manager grants written permission for a later end time.
- No single renter may hold consecutive-day reservations exceeding three (3) days without prior written approval from the City Manager.
- Setup and cleanup time must be included within the reserved hours.

5.4 Holidays - Facility Closed

The Community Center is not available for rental on the following dates:

- New Year's Eve and New Year's Day (December 31 and January 1)
- Martin Luther King Jr. Day
- Presidents' Day
- Easter
- Memorial Day
- Juneteenth (June 19)
- Independence Day
- Labor Day
- Veterans Day

- Thanksgiving Wednesday, Thursday, and Friday
- Christmas Eve, Christmas Day, and December 26

6. Use Standards and Conduct

6.1 General Conduct

- No lewd conduct, unsafe activity, or illegal activity is permitted on the premises.
- The renter is responsible for the conduct of all attendees, guests, vendors, and subcontractors.
- The renter is responsible for setup, take-down, trash removal, and returning the space to the condition in which it was received.
- Furniture may not be dragged across floors. Only City employees may operate or reconfigure A/V equipment.

6.2 Prohibited Items and Decorations

The following items are prohibited anywhere in the facility:

- Confetti, rice, glitter, birdseed, helium balloons, fog or smoke machines, and stain-causing food, beverages, or any other substances
- Duct tape, command strips, staples, thumbtacks, and push pins on any surface
- Open flames of any kind, including candles (battery-operated substitutes are permitted)

6.3 Smoking and Cannabis

- Smoking and vaping are prohibited in the facility and within 25 feet of all entrances, exits, windows that open, and ventilation intakes, pursuant to RCW 70.160.075.
- Cannabis use, consumption, or distribution is prohibited anywhere on City property.

6.4 Alcohol

- Alcohol service is permitted only with prior written approval from the City Manager and payment of the Alcohol Event Surcharge (Section 4.2). The renter is responsible for all related licenses, permits, and fees.
- Renter shall obtain and submit a Washington State Banquet Permit or a Special Occasion Liquor License from the Washington State Liquor and Cannabis Board (WSLCB) no later than seven (7) days before the event, and the permit shall be posted at the event as required by law.
- The sale of alcohol is prohibited without a Special Occasion License from the WSLCB.
- A designated City employee shall be on call during any alcohol event, with authority to remove disruptive individuals or terminate the event for cause.
- Alcohol shall be served and consumed only in designated areas identified in the rental agreement.
- Certified servers and additional security may be required at the City Manager's discretion.

- Non-alcoholic beverages must be available to attendees at no additional charge.

6.5 Food Service

Food preparation for public consumption in the on-site kitchen must comply with Snohomish County Health District requirements. Renters intending to prepare food for public service (as opposed to warming or serving catered food) shall present a valid permit at least seven (7) days before the event.

6.6 Gambling, Raffles, and Games of Chance

- All gambling and games of chance shall comply with Chapter 9.46 RCW and WAC Title 230.
- The renter shall provide a copy of any applicable gambling license to the City at least seven (7) days before the event.
- Renters holding raffles shall notify local law enforcement and the City Manager in writing at least seven (7) days in advance.

6.7 Weather and Access

In the event of inclement weather, the renter is responsible for providing deicers, anti-icers, and mats reasonably necessary to maintain safe access to the facility. The City may, in its sole discretion, close the facility when weather or site conditions pose a safety risk; in such cases, all fees and deposits paid are refunded in full.

6.8 Accessibility and Nondiscrimination

- The City does not discriminate in the allocation of facility use on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, and gender identity), age, marital status, disability, honorably discharged veteran or military status, or the use of a trained service animal, consistent with Chapter 49.60 RCW, the federal Civil Rights Act of 1964, the Americans with Disabilities Act, and Article I § 12 of the Washington Constitution.
- Renters shall not discriminate against attendees on any of the bases listed above.
- Requests for reasonable accommodation should be directed to the City Clerk at least seven (7) days before the event.

7. Insurance Requirements

All Type 3 Private Use renters, and Type 2 Public Service Use renters when serving alcohol or hosting activities determined by the City Manager to present heightened risk, shall furnish certificates of insurance meeting or exceeding the minimum limits set forth below.

7.1 Minimum Limits

Coverage	Minimum Limit
Commercial General Liability (Occurrence form)	\$1,000,000 per occurrence / \$2,000,000 aggregate

Personal & Advertising Injury	\$1,000,000 per occurrence
Damage to Premises Rented	\$100,000 per occurrence
Host Liquor Liability (required when alcohol is served)	\$1,000,000 per occurrence
Liquor Liability (required when alcohol is sold)	\$1,000,000 per occurrence
Automobile Liability (if vehicles used for event services)	\$1,000,000 combined single limit
Workers' Compensation (if applicable)	Statutory Washington limits

7.2 Policy Requirements

- The "City of Granite Falls, its officers, elected officials, employees, agents, and volunteers" shall be named as Additional Insured on all required policies, for both ongoing and completed operations.
- Coverage shall be primary and non-contributory with respect to any insurance or self-insurance maintained by the City.
- A thirty (30) day written notice of cancellation or material change shall be endorsed to the policy.
- Certificates and endorsements shall be delivered to the City Clerk at least seven (7) days before the event.
- The City Manager may increase these limits for events involving elevated risk, including, but not limited to, large attendance, pyrotechnics, motorized activities, or firearms displays.

7.3 Indemnification and Hold Harmless

To the fullest extent permitted by law, the renter shall defend, indemnify, defend and hold harmless the City of Granite Falls, its elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims, demands, suits, damages, losses, expenses, and liabilities (including reasonable attorney fees and costs) arising out of or in any way connected with the renter's use of the facility, the presence of the renter's guests, invitees, or contractors on City property, or any act or omission of the renter. This obligation shall not extend to any loss or liability caused by the sole negligence of the City. The renter's obligations under this section shall survive the termination or expiration of the rental agreement.

8. Damages, Cleaning, and Deposits

8.1 Refundable Deposit

The refundable damage/cleaning deposit established in Section 4.2 shall be held by the City pending a post-event inspection conducted by City staff within five (5) business days after the event. Any amount forfeited shall be documented in writing and delivered to the renter with an itemized explanation.

8.2 Damage in Excess of Deposit

If damages or cleaning costs exceed the deposit amount, the renter shall be invoiced for the excess, which shall be due within thirty (30) days. The City may pursue all lawful remedies to recover unpaid amounts, including suspension of future rental privileges.

9. Grounds for Denial or Revocation

The City Manager may deny a new application or revoke an existing reservation for any of the following reasons. Grounds are adapted from Resolution 2019-15 and updated for clarity.

1. The requested use would violate federal, state, or local law.
2. The requested use would materially impair City operations or public safety.
3. The applicant has an outstanding unpaid balance owed to the City or has, within the previous twenty-four (24) months, caused damage to City property.
4. The requested use would promote unlawful discrimination or the denial of civil rights recognized under Chapter 49.60 RCW or federal law.
5. The requested use would advocate the commission of a crime or incite imminent lawless action.
6. The requested activity is a religious service, ceremony, or other activity to the extent restricted by Article I § 11 of the Washington Constitution. Neutral civic events sponsored by religious organizations are permitted.
7. The facility is not physically suited to the requested use, or the requested use would exceed occupancy limits or otherwise violate applicable building, fire, or health codes.
8. The applicant has knowingly provided false or misleading information in the application.
9. Required insurance, permits, or fees have not been received by the applicable deadline.
10. The City has previously scheduled a conflicting event, or the City has an operational need (including emergency use) for the requested date and time.

9.1 Appeals

An applicant denied a reservation or subject to revocation may appeal in writing to the City Council within ten (10) calendar days of the decision. The appeal shall be placed on the agenda of the next regular Council meeting that allows at least seven (7) days' notice, and the decision of the Council shall be final.

10. Administration and Recordkeeping

10.1 Records

- Rental agreements, insurance certificates, payment records, and post-event inspection reports shall be retained by the City Clerk for the period required by the Washington Secretary of State Local Government Common Records Retention Schedule (CORE).

- Public records requests relating to facility use are governed by Chapter 42.56 RCW.

10.2 Severability

If any provision of this Policy is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

10.3 Amendments

Amendments to this Policy shall be adopted by resolution of the City Council. The City Manager is authorized to publish administrative procedures, application forms, and post-event checklists that implement this Policy without the need for further Council action.

Appendix A - Facility Use Application

The City Manager is authorized to publish and update this application form as needed. The fields below contain the minimum required information.

Applicant Information

Organization / Individual: _____

Contact Name: _____

Mailing Address: _____

Phone: _____

Email: _____

User Classification (Type 1 / 2 / 3): _____

Event Information

Event Title: _____

Event Description: _____

Requested Date(s): _____

Start Time:

End Time:

Expected Attendance: _____

Spaces Requested (check all): Kitchen Training/Meeting Room Bay 1 Bay 2 Parking Lot

Special Activities

Alcohol served? (Y/N):

Alcohol sold? (Y/N):

Food preparation on site? (Y/N):

Gambling/raffle? (Y/N): _____

Amplified sound? (Y/N): _____

Certifications

By signing below, the applicant certifies that the information above is true and accurate, agrees to the Facility Use Policy in its entirety, and accepts the indemnification and insurance obligations set forth therein.

Applicant Signature

Date



CITY COUNCIL AGENDA BILL

Subject: GFMC 2-08 Council Review **Originating Dept.:** City Council

Action Recommended: Discussion Only **Approval(s):** City Manager

Meeting Date: May 6, 2026

Date Submitted: 4/25/2026

Exhibit(s):

1. GFMC 2-08 Council Review

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

Chapter 2.08 GFMC sets the rules for how the Granite Falls City Council is elected, organized, and operated. The chapter has been amended periodically since 2009 (most recently by Ord. 1023 in 2022, which updated §2.08.030 regarding compensation). Several provisions reflect operating assumptions that may benefit from a Council review.

Background:

The chapter consists of ten sections governing Council elections and oaths (2.08.010), duties (2.08.020), expenses and compensation (2.08.030), eligibility for other city positions (2.08.040), forms of address (2.08.050), vacancies (2.08.060), meeting rules (2.08.070), special meetings (2.08.080), meeting procedures (2.08.090), and the form and effect of ordinances, resolutions, and motions (2.08.100).

Discussion Topics for Council

The presentation walks through each section of Chapter 2.08, paragraph by paragraph.

Possible discussion points:

- Does Chapter 2.08 still reflect the current Council operating practice in 2026?
- Are there any updates that should be codified?

- Is the telephonic attendance language outdated, given current remote/hybrid meeting practices and updated OPMA guidance?
- Are public-comment provisions clear, consistent with First Amendment limited-public-forum standards, and workable in practice?
- Should §2.08.030 simply cross-reference Chapter 2.58 GFMC (Salary Commission)?
- Should agenda preparation deadlines and posting locations be updated for a digital-first notification environment?
- Should the chapter's reference to Robert's Rules of Order be updated to the current edition?
- Should the work session prohibition on public comment be retained, narrowed, or replaced with a written-comment alternative?
- Are decorum, warning, and removal procedures expressed clearly enough to support consistent application by the presiding officer?

Recommended Motion:

Discussion only - provide direction to staff

Objective

Council reviews Chapter 2.08 paragraph by paragraph.

Goals:

- Walk through each section of GFMC 2.08 in order.
- Confirm whether the language still reflects current Council practice.
- Capture potential amendments.
- Identify items requiring further research or a future work session.

Chapter 2.08

Ten sections governing how the Council is elected, meets, and acts.

2.08.010	Elections — Oath	2.08.020	Duties
2.08.030	Expenses	2.08.040	Eligibility for other city positions
2.08.050	Forms of address	2.08.060	Vacancies
2.08.070	Meeting rules	2.08.080	Special meetings
2.08.090	Meeting procedures	2.08.100	Enacted ordinances, resolutions and motions

Elections — Oath

CODE SUMMARY

- Five council members are elected to four-year terms under RCW 29A.04.321 and 29A.04.330.
- Each member must take and file an oath of office with the city clerk before assuming duties.
- Source authority: Ord. 776 §1, 2009.

CODE

The five members of the council shall be elected and each serve a four-year term pursuant to RCW [29A.04.321](#) and [29A.04.330](#). Each council member, before entering upon the duties of the office, shall take, and file with the city clerk, an oath of office. [Ord. 776 § 1, 2009.]

Duties

CODE SUMMARY

- The Council is the legislative division of city government.
- Council performs the duties and exercises the powers authorized by statute.
- Source authority: Ord. 776 §1, 2009.

CODE

The council shall be the legislative division of the city government and shall perform such duties and have such powers as may be authorized by statute. [Ord. 776 § 1, 2009.]

Expenses & Compensation

CODE SUMMARY

- Council members may be reimbursed for actual expenses incurred in official duties upon claim and approval by resolution of the Council.
- Compensation is set at \$100.00 per month until increased or decreased by the salary commission established under Chapter 2.58 GFMC.
- Source authority: Ord. 1023 §1, 2022; Ord. 776 §1, 2009.

CODE

Council members may be reimbursed for actual expenses incurred in the discharge of official duties upon presentation of a claim therefor and its allowance and approval by resolution of the council. Compensation shall be \$100.00 per month until increased or decreased by the salary commission established by Chapter 2.58 GFMC. [Ord. 1023 § 1, 2022; Ord. 776 § 1, 2009.]

Eligibility for other city positions

CODE SUMMARY

- An elected or appointed council member may not hold the position of police reserve officer or city employee.
- Source authority: Ord. 776 §1, 2009.

CODE

An elected or appointed city council member shall not be allowed to hold the position of police reserve officer or city employee for the city. [Ord. 776 § 1, 2009.]

Forms of address

CODE SUMMARY

- The mayor is addressed as “Mayor (surname).”
- Council members are addressed as “Council Member (surname).”
- Source authority: Ord. 776 §1, 2009.

CODE

The mayor shall be addressed as “mayor (surname).” Members of the council shall be addressed as “council member (surname).” [Ord. 776 § 1, 2009.]

Vacancies

CODE SUMMARY

- A member absent from three consecutive meetings without permission of the Council triggers a vacancy declaration.
- Vacancies are filled by majority vote of the remaining Council.
- An appointee serves until the next general election; a person is then elected for the unexpired term.
- Source authority: Ord. 776 §1, 2009.

CODE

If a member of the council is absent from three consecutive meetings, unless by permission of the council, the office shall be declared vacant by the council. Vacancies in the council shall be filled by a majority vote of the council. An appointed council member shall hold office only until the next general election, at which time a person shall be elected to serve for the remainder of the unexpired term. [Ord. 776 § 1, 2009.]

Meeting rules — schedule, openness, presiding officer

CODE SUMMARY

- a) Meetings comply with state law as in force from time to time.
- b) Regular meetings: 1st and 3rd Wednesdays at 7:00 p.m.; work session: 2nd Wednesday at 7:00 p.m.; held in Council Chambers, 206 S. Granite Ave.
Holiday rule: when a regular meeting falls on a legal holiday, it moves to the next secular day.
- c) All meetings open to the public except as provided by RCW 42.30.110 / 42.30.140.
- d) Mayor presides; mayor pro tem appointed by majority vote when mayor is absent.

CODE

(A) Statutory Compliance Required. Meetings of the council shall be conducted in accordance with the laws of the state as the same are now or hereafter shall be in force.

(B) Time and Place – Legal Holidays. Regular meetings of the council shall be held on the first and third Wednesdays of each month at the hour of 7:00 p.m., and a regular work session meeting on the second Wednesday of each month at the hour of 7:00 p.m. The meetings shall be held in the council chambers of City Hall, 206 S. Granite Ave., Granite Falls, Washington, and shall be open to the public. Regular meetings may be adjourned from time to time during the month, as necessity may require, by the majority vote of the council members present at any such regular meeting. Less than a quorum of the governing body may also adjourn from time to time, and if all members are absent from any regular or adjourned meeting, the city clerk may declare the meeting adjourned to a stated time and place and provide notice in accordance with RCW 42.30.080 and 42.30.090. In the event a regular meeting of the council occurs on a legal holiday, the council shall hold its regular meeting on the next secular day following the legal holiday.

(C) Open to the Public. All meetings of the city council shall be open to the public, except as provided for in RCW 42.30.110 or 42.30.140.

(D) Presiding Officer. The mayor shall preside at meetings of the council. In case of the mayor's absence or temporary disability, the council, by majority vote, shall appoint a mayor pro tempore from its membership. The mayor is referred to as "presiding officer" from time to time in this chapter.

(1) Preservation of Order. The presiding officer shall preserve order and decorum, confining council members to debate the question under discussion.

(2) Powers. The mayor shall:

(a) Be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that, when illness or other duties prevent the mayor's attendance, the mayor pro tem or other council member or suitable person may be designated by the mayor to represent the city on such occasion.

Meeting rules — quorum, agenda, notice, minutes

CODE SUMMARY

- e) Quorum is a majority of the Council.
- f) Excused absences: motion to excuse is non-debatable; majority of members present required.
- g) Draft agenda by 5:00 p.m. Friday at least five days before the meeting; member additions due by noon Thursday at least six days prior.
- h) Posting: City Hall, post office, and library by 5:00 p.m. at least two days before the meeting; website posting permitted as additional notice.
- i) City clerk keeps minutes summarizing discussion and capturing official action or consensus in detail.

CODE

(E) Quorum. Attendance of a majority of the members of the council shall constitute a quorum thereof.

(F) Attendance/Excused Absences. If absence is anticipated, a council member shall contact the presiding officer, fellow council member, or city clerk prior to the meeting and state the reason for his/her inability to attend the meeting. Following roll call, the presiding officer, fellow council member, or city clerk shall inform the council of the member's absence and state the reason for such absence. If there is a motion to excuse the member, this motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the clerk will make an appropriate notation in the minutes.

(G) Preparation of Agenda/Council Material. As a guideline for advance preparation of the agenda, the city clerk, under the direction of the city manager, shall arrange a list of proposed matters according to the order of business, and prepare and distribute a draft agenda by 5:00 p.m. Friday, at least five days before the next regular city council meeting. Council members may direct the city manager to add items to the agenda as long as the request is received by noon Thursday at least six days before the next regular city council meeting. A copy of the preliminary agenda and supporting materials shall be distributed to council members and city manager and made available to other staff, the media, and city residents in advance of the meeting. At the city council meeting, the city council may, by majority vote of the council members present, delete any item from the agenda, or add any item to it, after stating the reasons for the change.

(H) Public Notice of Preliminary Meeting Agendas. The public shall be notified of the preliminary agenda for forthcoming council meetings by the city clerk posting a copy of the preliminary agenda at City Hall, the post office, and the library by 5:00 p.m. at least two days prior to the scheduled meeting. The preliminary agenda may also be posted on the city website as an additional form of notification.

(I) Minutes. The city clerk shall be ex officio clerk of the council and shall keep the minutes and records as required by state law, of all council proceedings including public hearings, regular meetings, and special meetings, and perform such other duties in the meeting as may be required by the council or city manager. The minutes kept shall identify the general discussion of the issue in summary form and complete detail of the official action or consensus reached, if any. [Ord. 904 § 4, 2015; Ord. 875 § 1, 2014; Ord. 864 § 1, 2014; Ord. 776 § 1, 2009.]

Special meetings

CODE SUMMARY

- Called by the mayor or upon written request of three council members.
- Written notice prepared by the city clerk; must contain time, location, and subject/agenda.
- Notice delivered to each member, the mayor, and any media outlet with a written request on file — at least 24 hours in advance.
- Notice may be dispensed with under RCW 42.30.080 (waiver, presence, or emergency).
- Source authority: Ord. 776 §1, 2009.

CODE

Special meetings of the council may be called by the mayor or upon the written request of three council members; provided, that:

(A) Notice of the special meeting shall be prepared in writing by the city clerk. The notice shall contain information designating the time, location, and the subject or agenda of the meeting; and

(B) Notice shall be delivered to each council member, the mayor, and the business office of each local newspaper, radio and/or television station which has on file a written request for notice of special meetings. The notice must be delivered at least 24 hours prior to the start of the special meeting.

(C) The notices provided in this section may be dispensed with or disregarded within the circumstances provided by RCW 42.30.080, that is:

(1) Any member who, at or prior to the time the meeting convenes, files with the city clerk a written waiver of notice;

(2) Any member who was actually present at the meeting at the time it convenes; and

(3) In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [Ord. 776 § 1, 2009.]

Meeting procedures — rules of order & motions

CODE SUMMARY

- a) Parliamentary procedure governed by Robert’s Rules of Order Newly Revised — 10th Edition (or revisions/amendments).
 - 1) Members address the presiding officer; speak civilly to the issue, not to personalities.
 - 2) A speaker should not be interrupted except to call to order.
 - 3) Members may speak more than once, but other members not yet heard go first.
- b) Items requiring resources must be presented as affirmative motions; affirmative motions preferred to avoid “approval by default.”

CODE

(A) Rules of Order. Rules of order and questions of parliamentary procedure not otherwise specified by statute, ordinance or resolution shall be governed by Robert’s Rules of Order Newly Revised – 10th Edition, or any revisions or amendments thereto.

(1) A council member desiring to speak shall address the presiding officer and, upon recognition by the presiding officer, shall speak to the issues in a civil manner, respecting the viewpoints of others and avoiding personalities, focusing on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion, in a polite and courteous manner towards each other and the public.

(2) A council member, while speaking, should not be interrupted unless it be to call the council member to order.

(3) Council members have the right to speak more than once on the same question; provided, however, that before speaking a second time, all other council members who have not yet spoken on the question and who desire the floor must be allowed the opportunity first.

(B) Motions. All items of business placed before the council that require the expenditure of council and/or administration resources shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent “approval by default” of a failed negative motion.

Order of business — regular meetings - Summary

CODE SUMMARY

1. Regular meeting agenda order: Call to order, flag salute, roll call, consent agenda, staff reports, public comment, new business, current business, Mayor/Council/City Manager comments, executive session if needed, adjournment.
2. Council flexibility: By majority vote, Council may rearrange, postpone, or add agenda items to conduct business efficiently.
3. Public comment limits: Individuals are generally limited to 3 minutes; single-subject group comments use one spokesperson, generally limited to 5 minutes.

CODE

(C) Order of Business – Regular Meetings – First and Third Wednesdays. The accepted order of business of all the regular meetings of the council held on the first and third Wednesdays of each month shall be transacted as shown in the following list; provided, however, that during a council meeting the council may, by majority vote, rearrange the order of the items on the agenda, or postpone any item, or add any item to the agenda, to conduct the business before the council more expeditiously or in a manner desired by the council. This accepted order of business may also be changed periodically from the format shown as follows:

- (1)(a) Call to order.
- (b) Flag salute.
- (c) Roll call.
- (d) Consent agenda.
- (e) Staff reports.
- (f) Public comment/nonagenda items.
- (g) New business.
- (h) Current business.
- (i) Mayor's comments (five minutes).
- (j) Council comments (15 minutes).
- (k) City manager's comments (five minutes).
- (l) Executive session (if requested).
- (m) Adjourn.

(2) All subjects on the current agenda under public comment, and public comment on items not on the agenda, are limited to three minutes per individual unless revised by the city council by majority vote (see subsection (C)(4) of this section).

(3) In the event of single subject group comment, a spokesperson shall be designated to speak on behalf of the group and be limited to five minutes. However, at the discretion of the council by majority vote, additional time allocation for a spokesperson may be allowed. Groups that qualify for this special treatment shall submit to the mayor, prior to comment, a list of present group constituents or others in agreement so that duplication shall not occur.

Order of business — regular meetings - Code

CODE SUMMARY

- 4) Public comment limits: Council may set reasonable limits on public comment by majority vote to keep City business orderly and timely.
- 5) Nonagenda items: Speakers may raise items not on the agenda, and the presiding officer may refer them to staff, committee, or a future agenda.
- 6) Agenda items: Speakers may comment on agenda items when recognized, subject to presiding officer procedures, time limits, and speaker-order management.
- 7) Speaker location and identification: Comments must be made from the lectern microphone after stating the speaker's name and address or neighborhood.
- 8) No demonstrations: Clapping, cheering, or other demonstrations are not allowed before, during, or after presentations.
- 9) Presiding officer rulings: A majority of members present may overrule any ruling by the presiding officer.
- 10) Adjournment: Meetings may continue past 10:30 p.m. only with Council approval, and unfinished items normally move to the next regular meeting.
- 11) Official comments: The City Manager, Mayor, and Councilmembers may raise future agenda items, but formal action is generally deferred unless immediate action is approved.

(4) The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. At any time, the council, at its sole discretion, may set such reasonable limits by majority vote as are necessary to prevent disruption of other necessary business.

(5) Subjects Not on the Current Agenda. Any member of the public may request time to address the council after first stating their name, address or neighborhood (at the option of the speaker), and the subject of their comments. The presiding officer may then allow the comments subject to the time limitations set forth in this section. Following such comments, the presiding officer may place the matter on a future agenda, or refer the matter to city staff or a council committee for follow up.

(6) Subjects on the Current Agenda. Any member of the public who wishes to address the council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested during the agenda item discussion. As an option, the presiding officer may invoke a sign-in procedure. The presiding officer shall rule on the appropriateness of public comments as the agenda item is reached and shall rule on a specific individual or group time limit for public comment. The presiding officer may change the order of speakers so that comment is heard in the most logical groupings.

(7) Comments shall be made from the microphone at the lectern, first giving the speaker's name and address or neighborhood (at the option of the speaker). No comments shall be made from any other location, and anyone making "out of order" or disruptive comments shall be subject to removal from the meeting.

(8) There will be no demonstrations (i.e., clapping or cheering) before, during, or at the conclusion of anyone's presentation.

(9) Any ruling by the presiding officer may be overruled by a vote of a majority of members present.

(10) Adjournment. No meeting shall be permitted to continue beyond 10:30 p.m. without the approval of a simple majority of council members present and eligible to vote. The council shall be deemed to have approved an extension of the meeting beyond 10:30 p.m. unless a member requests a vote to whether to extend or adjourn. A new time limit must be established before taking a council vote to extend the meeting. The items not acted upon or considered shall be deferred to the next regular council meeting, as old business, unless the council, by a majority vote of council members present, determines otherwise.

(11) City Manager, Mayor and Council Member Comments and Concerns. The agenda shall provide a time when the city manager ("city manager's comments"), mayor ("mayor's comments") or any council member ("council comments") may bring before the council any business that he/she feels should be deliberated upon by the council or added to a future agenda. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent council meeting, except that for those items that need immediate council action or approval, such action or approval may be taken upon a vote of a majority of all council members present.

Work sessions & citizens' comments

CODE SUMMARY

- d) Work session agenda order: Call to order, roll call, discussion topics, executive session if requested, and adjournment. Council flexibility: By majority vote, Council may rearrange, postpone, or add agenda items to conduct business efficiently. No public comment at work sessions: Regular second-Wednesday work sessions do not include public comment.
- e) Public comment at other meetings:
- 1) When public comment is on the agenda, speakers must be recognized by the presiding officer before speaking.
 - 2) Comments must be directed to the Council as a body, not to individual Councilmembers, the Mayor, or staff.
 - 3) Personal, profane, threatening, abusive, or disruptive remarks are prohibited.
 - 4) The presiding officer may warn disruptive individuals; continued disruption may result in removal from chambers and potential disorderly conduct enforcement.

CODE

(D) Order of Business – Regular Work Session Meetings – Second Wednesday. The accepted order of business of all the regular work session meetings of the council held on the second Wednesday of each month shall be transacted as shown in the following list; provided, however, that during a council meeting the council may, by majority vote, rearrange the order of the items on the agenda, or postpone any item, or add any item to the agenda, to conduct the business before the council more expeditiously or in a manner desired by the council. This accepted order of business may also be changed periodically from the format shown as follows:

- (1)(a) Call to order.
- (b) Roll call.
- (c) Discussion topics.
- (d) Executive session (if requested).
- (e) Adjourn.

(2) No public comment shall be taken or permitted by the city council at any point during regular work session meetings held on the second Wednesday of each month.

(E) Citizens' Comments. For meetings which include public comment as an agenda item, time shall be set aside for the council to hear from the public, subject to subsection (C)(2) of this section.

(1) No member of the public shall be heard until recognized by the presiding officer. Any member of the public interrupting city council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing the city council, may be charged with disorderly conduct (RCW 9A.84.030, a misdemeanor) and, at the direction of the presiding officer or the majority of the council, may be removed from council chambers.

(2) All remarks shall be made to the city council as a body and not to an individual council member or to the presiding officer.

(3) Each person who addresses the city council shall not make personal, impertinent, slanderous or profane remarks to any council member, the presiding officer, city staff, or the general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any city council meeting shall, at the discretion of the presiding officer or a majority of the council, be removed from the council chambers and be barred from further audience before the council during that council meeting.

(4) Warning. The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning or warnings from the presiding officer, a person persists in disturbing the meeting, the presiding officer or a majority of the council shall order him/her to leave the council meeting. If such person does not remove himself, the presiding officer or a majority of the council may order any law enforcement officer to remove the person from council chambers. Any person who resists removal by the law enforcement officer may be charged with a violation of this section.

Voting thresholds — voice, roll call & vote requirements

CODE SUMMARY

- f) Voting
- 1) Voice vote unless mayor or any member requests roll call; clerk sets the order.
 - 2) Silence during voice vote counts as an affirmative vote.
 - 3) Tie votes fail.
 - 4) Ordinances, franchises, and resolutions for payment of money: majority of the whole council.
 - 5) Public emergency ordinances: majority plus one of the whole council; cannot levy taxes, grant a franchise, or borrow money.
 - 6) Motions and other resolutions: majority of those present and eligible to vote.

CODE

- (F) Voting. The votes during all meetings of the council shall be transacted as follows:
- (1) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of the mayor or any council member, a roll call vote shall be taken by the city clerk. The order of the roll call vote shall be determined by the city clerk.
 - (2) In the event the presiding officer has called for both aye and nay votes, in addition to abstentions, silence of a council member during a voice vote shall be counted and recorded as an affirmative vote.
 - (3) In case of a tie vote on any proposal or question, the proposal or question shall fail.
 - (4) The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money, shall require the affirmative vote of at least a majority of the whole membership of the council.
 - (5) The passage of any public emergency ordinance (an ordinance that takes effect immediately), such as an ordinance for provisions for emergencies or expenditures necessary for the protection of the public health, public safety, public property, or public peace, shall require the affirmative vote of at least a majority plus one of the whole membership of the council. Public emergency ordinances may not levy taxes; grant, renew or extend a franchise; or authorize the borrowing of money.
 - (6) The passage of any motion or resolution shall require the affirmative vote of at least a majority of the council members who are present and eligible to vote, unless otherwise authorized or required by provisions of Washington State law, the Granite Falls Municipal Code, or this chapter (see subsection (F)(4) of this section).

Calling the question & telephonic attendance

CODE SUMMARY

- 7) A motion or request to “call the question” allows an immediate vote on the pending motion unless any member requests a vote on the motion to call the question. If a vote on the motion to call the question is requested, debate is terminated only if adopted by two-thirds of members present.
- 8) A council member may attend a meeting via telephone once per calendar year; telephonic attendance does not constitute a quorum.
- The member must inform the city clerk no later than three working days before the meeting so a connection can be arranged.
- The voice of the member must be identifiable; the member must hear all spoken at the meeting; all persons present must hear the member speak.
- The member must have received all meeting materials in advance.
- Telephonic attendance for purposes of voting on a quasi-judicial matter is prohibited.
- g) Committees: Special committee members are appointed by the City Manager with Council approval.
- h) Reading of minutes: Prior meeting minutes may be approved without reading if Councilmembers received written copies in advance, unless a Councilmember requests a reading.

CODE

- (7) A motion or request by a council member (with or without a second) to “call the question” (or similar words indicating an intent to terminate further debate and take a vote on a pending motion) allows a vote on the pending motion to immediately take place, unless any council member requests that the motion to “call the question” be put to a vote, in which case, debate is only terminated if adopted by a two-thirds vote of the council members present.
- (8) Telephonic Attendance. A council member may attend a council meeting via telephone once per calendar year. Telephonic attendance of a council member shall not constitute a quorum of the council. In order to attend a council meeting via telephone, a council member shall inform the city clerk no later than three working days before the meeting in order for a telephone connection to be arranged, whereby the voice of the council member can be identified, the council member can hear all that is spoken at the meeting, and all persons at the meeting can hear the council member speak. To attend a council meeting by telephone, a council member shall have received in advance all materials for the meeting. Telephone attendance of a council member for purposes of voting on a quasi-judicial matter at a council meeting is prohibited.
- (G) Committees. All special committee members shall be appointed by the city manager with the approval of the council.
- (H) Reading of Minutes. Unless a reading of the minutes of a previous council meeting is requested by a council member, such minutes may be approved without reading; provided, that the city clerk has furnished each council member with a written copy of the minutes prior to the present meeting. [Ord. 904 § 5, 2015; Ord. 803 § 1, 2010; Ord. 776 § 1, 2009.]

Ordinances, resolutions, motions & reconsideration

CODE SUMMARY

- a) Ordinance: legislative act, general/uniform/permanent rules. Required when law mandates it or when penalty is enforced.
- b) Resolution: administrative act, formal statement of policy on special or temporary matters.
- c) Motion: directs a specific action; equivalent to a resolution where one is not required by law.
- d) Resolutions may pass on the same day introduced; title read; full text read on member request.
- e) Ordinances may pass on the same day introduced via motion for first/final reading; two readings allowed at separate meetings to facilitate public input.
- f) Reconsideration: by a member of the prevailing side; at the next regular meeting; debatable only if original action was; not available for adjournment, suspension of rules, lay/take from table, or person-elected motions; cannot reconsider a reconsideration.

CODE

(A) An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

(B) An enacted resolution is an administrative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

(C) An enacted motion is a form of action taken by the council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing state or federal statutes, city ordinances, resolutions or these rules.

(D) Resolutions. A resolution may be put to its final passage on the same day on which it was introduced. The title of each resolution shall, in all cases, be read prior to its passage; provided, should a council member request that the entire resolution or certain of its sections be read, such requests shall be granted.

(E) Ordinances. The procedures for consideration and adoption of ordinances are as follows:

(1) An ordinance may be put to its final passage on the same day on which it was introduced by passage of a council member's motion for first and final reading and adoption of the ordinance. However, council may invoke two separate readings of the ordinance at separate council meetings to facilitate public understanding of and/or comment on the ordinance. At each reading, the title of an ordinance shall, in all cases, be read prior to its passage; provided, that should a council member request that the entire ordinance or certain of its sections be read, such request shall be granted.

(2) Any ordinance repealing any portion of the Granite Falls Municipal Code shall also repeal the respective portions of the underlying ordinance(s).

(F) Reconsideration. Any action of the council shall be subject to a motion to reconsider, including final action on applications for legislative changes in land use status, but excluding a reconsideration of any action previously reconsidered. Motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline are not subject to a reconsideration motion. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next regular city council meeting for action to be reconsidered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table anew for any action the council deems advisable. [Ord. 776 § 1, 2009.]



CITY COUNCIL AGENDA BILL

Subject: COGF DRAFT Letter

Originating Dept.: City Manager

Action Recommended: Authorize the Mayor and City Council to finalize, sign, and transmit the City's letter to Snohomish County Public Works opposing adoption of proposed Rule 4430 as applied to municipal utilities, and alternatively requesting municipal exemption, grandfathering, a de minimis threshold, a cost-of-administration cap, and an interlocal coordination process.

Approval(s): City Manager

Meeting Date: May 6, 2026

Date Submitted: 4/25/2026

Exhibit(s):

1. COGF DRAFT Letter

Budgeted Amount: NA

BARS Code: N/A

Summary Statement:

Approval of a City Council comment letter to the Snohomish County Public Works regarding proposed Rule 4430, which would establish fees and the administrative procedures for determining an annual utility right-of-way use fee under Snohomish County Code 13.110.010(9). Staff is requesting Council authorization for the Mayor and Council to finalize, sign, and transmit the letter during the County's public comment period (closing June 1, 2026) prior to the proposed July 1, 2026 effective date.

Background:

Snohomish County Public Works has proposed Rule 4430 under SCC 13.110.010(9) to establish a fee and a methodology for assessing an annual utility right-of-way use fee on franchised utilities occupying County right-of-way. Under the methodology

contemplated by the draft rule, the fee is calculated based on right-of-way land value with a per-customer-per-month cap of \$2.00 and is subject to recalculation every five years with annual inflation adjustment.

The City of Granite Falls owns and operates a small municipal water system that serves residents and businesses within the City's service area. Approximately 2,600 linear feet of City waterline is located within Snohomish County right-of-way along Menzel Lake Road, currently authorized under an existing franchise agreement with the County. Based on preliminary information, the methodology contemplated by Rule 4430 would result in additional annual cost exposure to the City of approximately \$2,200 per year for this single segment of municipal infrastructure, subject to the County's final rule and verification of franchise/customer-count assumptions.

The letter respectfully asks the County not to adopt Rule 4430 as currently proposed, as applied to municipal utilities. In the alternative, the letter requests that the County revise the rule to incorporate one or more of the following modifications:

- Categorical exemption for municipally owned potable water and sewer facilities operated for a public-purpose, non-commercial function.
- Grandfathering of facilities authorized under franchise agreements in effect prior to the rule's effective date.
- De minimis threshold below which no fee is assessed (e.g., minimum aggregate footage or minimum estimated annual fee).
- Cost-of-administration cap so that fees charged to municipal franchisees do not exceed the County's reasonable cost of administering the franchise.
- Formal ILA coordination process between the County and affected cities to develop an agreed-upon framework prior to adoption.

Recommended Motion:

1) Move to authorize the Mayor and City Council to finalize, sign, and transmit the City's letter to Snohomish County Public Works regarding proposed Rule 4430.



Kelly Snyder
Director, Snohomish County Department of Public Works
3000 Rockefeller Avenue, M/S 607
Everett, Washington 98201

Re: Public Comment on Proposed DPW Rule 4430 - Procedures for Determining the Utility Right-of-Way Use Fee Under SCC 13.110.010(9)

Dear Director Snyder,

On behalf of the Granite Falls City Council, we respectfully submit these comments during the public comment period for proposed Snohomish County Department of Public Works (DPW) Rule 4430, which would establish administrative procedures for determining an annual utility right-of-way use fee under Snohomish County Code 13.110.010(9). We understand the proposed rule is scheduled to take effect July 1, 2026, with the public comment period closing June 1, 2026.

The City of Granite Falls owns and operates a small municipal water system that serves the residents and businesses of our community. Among the assets necessary to deliver safe, reliable potable water to our customers is approximately 2,600 linear feet of waterline located within the Snohomish County right-of-way along Menzel Lake Road, which is currently authorized under an existing franchise agreement with the County. Based on preliminary information shared with the City, the methodology contemplated by Rule 4430 would result in an estimated additional annual cost to the City of approximately \$2,200 for this single segment of municipal infrastructure.

For the reasons set forth below, the City Council respectfully requests that Snohomish County not adopt Rule 4430 as currently proposed. In the alternative, we ask the County to revise the rule to (1) exempt municipal public-purpose utility facilities owned and operated by incorporated cities and towns to serve their residents, (2) grandfather facilities authorized under franchise agreements that predate the rule's effective date, and (3) work with affected cities through an interlocal process to develop a coordinated approach.

Basis for the City's Request

1. Municipal water service is a public-health function, not a commercial enterprise. The City's waterline within the County right-of-way exists solely to deliver potable water to residents within the Granite Falls service area. The City does not occupy the right-of-way for private profit; it does so to discharge a basic public health and public safety responsibility. A rent-based fee structure premised on a rate of return on right-of-way land value, while a reasonable framework for investor-owned utilities, does not map cleanly onto a small municipal water system performing an essential governmental service.

2. The fee would be a direct pass-through to local ratepayers. Granite Falls' water system is funded through user rates paid by a relatively small customer base. Any new annual charge imposed on the City for use of the County right-of-way will, as a practical matter, be recovered through those same local rates. The proposed rule's \$2.00 per customer per month cap helps limit the worst-case impact, but for



a small system, any incremental fixed cost is meaningful and is ultimately borne by the same households the City and County both serve.

3. The City already bears the full cost of its facilities in the right-of-way. Under the City’s existing franchise agreement, Granite Falls is responsible for the design, construction, maintenance, repair, restoration, relocation when required by County projects, emergency response, and capital replacement of its waterline within the County right-of-way. The City also bears the regulatory compliance burden of operating a Group A public water system. Layering an annual rent-style fee on top of these existing obligations would be duplicative of the responsibilities the City already assumes by franchise.

4. The impact is disproportionate for small municipal utilities. For a large investor-owned utility with thousands of miles of facilities and a broad ratepayer base, the methodology in Rule 4430 produces a per-customer impact that is administratively manageable. For a small city with only a few thousand linear feet of regulated facility in County right-of-way, the same methodology produces a fixed annual charge that is meaningful relative to the City’s overall operating budget for that segment of system, while generating only a modest amount of revenue for the County. The administrative cost of estimating, billing, negotiating, recalculating every five years, and applying annual inflation adjustments may consume a significant portion of the fee itself.

5. Charging cities rent on essential public infrastructure raises broader policy concerns. The City and the County are partners in delivering services to overlapping communities. Establishing a framework under which one unit of local government charges another a rent-style fee for facilities used to provide an essential public service could set a precedent that complicates regional infrastructure coordination, water-system planning, and future joint projects. We are concerned that, over time, this approach may discourage cooperative use of public corridors, encourage parallel rather than shared infrastructure, and divert public dollars from capital investment into intergovernmental transfers.

6. An interlocal, negotiated approach would better serve both jurisdictions. The City believes that the policy goals motivating Rule 4430 - fair compensation for use of a public asset, predictable administration, and equitable treatment among utility users - can be achieved through tools other than a uniform rent methodology applied to municipal franchisees. We would welcome the opportunity to work with County staff on a coordinated framework before any rule of this scope takes effect.

Suggested Alternatives

If the County determines that a fee framework should move forward, the City respectfully suggests the following modifications, any one or combination of which would substantially address the concerns described above:

- A categorical exemption for municipally owned potable water and sewer facilities that serve incorporated cities and towns and that are operated for a public-purpose, non-commercial function.
- A grandfathering provision under which facilities authorized by a franchise agreement in effect prior to the rule’s effective date remain governed by the terms of that agreement until it is renewed or superseded.



- A de minimis threshold (for example, a minimum aggregate footage or a minimum estimated annual fee) below which no fee is assessed, recognizing that administrative cost can exceed revenue for very small footprints.
- A cost-of-administration cap, so that fees charged to municipal franchisees do not exceed the County’s reasonable cost of administering the franchise.
- A formal interlocal coordination process between the County and affected cities to develop an agreed-upon framework, including methodology assumptions, customer-cap design, and review intervals, prior to adoption.

The Granite Falls City Council appreciates the County’s willingness to receive comment on this proposal and the careful work that has gone into developing the draft methodology. We share the County’s interest in transparent, predictable administration of the public right-of-way, and we are committed to continuing the cooperative relationship that has long existed between our jurisdictions. We respectfully request that, before any final action is taken on Rule 4430, the County engage directly with the City of Granite Falls and other similarly situated municipalities to identify a path that protects ratepayers, preserves existing franchise commitments, and supports shared regional infrastructure goals.

Thank you for your consideration. Please direct any questions or follow-up to the City Manager at City Hall.

References

1. Snohomish County DPW, Proposed Rule 4430 (procedures for determining utility right-of-way use fee under SCC 13.110.010(9)): <https://snohomishcountywa.gov/DocumentCenter/View/143593/DPW-Proposed-Rule-4430>.

2. Snohomish County Code § 13.110.010 (utility franchises and right-of-way use): <https://snohomish.county.codes/SCC/13.110.010>.

Respectfully submitted,

Matt Hartman
Mayor, City of Granite Falls

David Griggs
Mayor Pro Tem, City of Granite Falls

Tom Fitzgerald
Council Member, City of Granite Falls

Steven Glenn
Council Member, City of Granite Falls

Bruce Straughn
Council Member, City of Granite Falls

cc: Snohomish County Council; Snohomish County Executive; City of Granite Falls City Manager; Granite Falls Public Works Director.



CITY COUNCIL AGENDA BILL

Subject: Purple Heart City Proclamation **Originating Dept.:** City Council

Action Recommended: Authorize the Mayor to issue, and the City Council to adopt, a Proclamation recognizing the City of Granite Falls as a Purple Heart City. Direct staff to coordinate with local veterans organizations and the Military Order of the Purple Heart on the recognition ceremony, signage program, and follow-up notifications to Department, Regional, and National Coordinators.

Approval(s): City Manager

Meeting Date: May 6, 2026

Date Submitted: 4/25/2026

Exhibit(s):

1. Purple Heart City Proclamation

Budgeted Amount: N/A

BARS Code: N/A

Summary Statement:

Review, discuss, and possibly authorize the Mayor to issue, and the City Council to adopt, a Proclamation recognizing the City of Granite Falls as a Purple Heart City. Direct staff to coordinate with local veterans organizations and the Military Order of the Purple Heart on the recognition ceremony, signage program, and follow-up notifications to Department, Regional, and National Coordinators.

Background:

The Purple Heart Medal is the oldest U.S. military decoration in present use, originally created as the Badge of Military Merit by General George Washington in 1782. It is awarded in the name of the President of the United States to members of the Armed Forces wounded in combat or killed in action against a declared enemy of the United

States.

A "Purple Heart City" is a community that has formally recognized, through proclamation or resolution by its governing body, the service and sacrifice of Purple Heart recipients. The Military Order of the Purple Heart (MOPH) maintains national recognition of these designations and lists them on its website once confirmed.

Per MOPH guidance, the practical path to designation includes:

- Coordinating with the local veterans organizations, such as our American Legion chapter, the County Veteran Service Officer, and the Military Order of the Purple Heart Department / Regional / National Coordinators.
- Drafting a proclamation in coordination with the City Clerk and reviewing language with veteran partners before finalization.
- Placing the item on the City Council agenda at least two weeks in advance to allow time to invite veterans and Purple Heart recipients, notify other veterans organizations, and publicize the event.
- Holding a recognition ceremony and inviting Purple Heart recipients and the broader veteran community to attend.
- After adoption, transmitting the signed proclamation, along with the City's mailing address and ZIP code, through the MOPH chain of command (Department Commander → Regional Commander → National Coordinator) for posting on the National website.

The Cities of Arlington and Liberty Lake have adopted comparable proclamations.

Recommended Motion:

1) Move that the City Council accept the Proclamation Recognizing the City of Granite Falls as a Purple Heart City as presented and authorize the Mayor to sign and present the Proclamation, and direct staff to coordinate follow-up recognition activities and national notification with the Military Order of the Purple Heart.

CITY OF GRANITE FALLS

Granite Falls, Washington

PROCLAMATION

In Recognition of Granite Falls as a Purple Heart City

WHEREAS, the City of Granite Falls has a proud and enduring tradition of supporting members of the United States Armed Forces, our veterans, and their families, who have served and sacrificed in defense of the freedoms enjoyed by every American; and

WHEREAS, the Purple Heart Medal is the oldest military decoration in present use, originally created as the Badge of Military Merit by General George Washington in 1782, and was the first award made available to the common soldier; and

WHEREAS, the Purple Heart Medal is awarded in the name of the President of the United States to members of the Armed Forces of the United States who have been wounded in combat, or who have made the ultimate sacrifice and given their lives in action against a declared enemy of the United States of America; and

WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of goodwill among combat-wounded veterans and their families, to promote patriotism, to support legislative initiatives, and to ensure that the sacrifices of our military service members are never forgotten; and

WHEREAS, the City of Granite Falls is home to veterans of every era, including combat-wounded veterans and Purple Heart recipients, and recognizes the courage, dedication, and selfless service represented by the Purple Heart Medal; and

WHEREAS, National Purple Heart Day is observed annually on August 7 to honor the brave men and women who have been wounded or killed while serving in the United States military, and to remember and honor all Purple Heart recipients; and

WHEREAS, the City of Granite Falls wishes to express its profound appreciation, gratitude, and respect for all military veterans, combat veterans, Purple Heart recipients, and the families who support them, and to formally join the growing number of communities standing as Purple Heart Cities;

NOW, THEREFORE, BE IT PROCLAIMED that the Granite Falls City Council does hereby recognize and proclaim the City of Granite Falls a PURPLE HEART CITY, honoring the service and sacrifice of all members of the United States Armed Forces who have been wounded or killed in combat, and recognizing all Purple Heart recipients, past, present, and future, together with the families who support them.

BE IT FURTHER RESOLVED that the City of Granite Falls calls upon its residents, businesses, schools, and civic organizations to:

- Recognize the contributions and sacrifices of Purple Heart recipients and the courage they have shown in defense of our Nation;
- Observe National Purple Heart Day on August 7 each year through appropriate ceremonies, educational programs, and acts of remembrance;
- Support combat-wounded veterans, their families, and Gold Star families through community engagement and service;
- Promote awareness of the history and meaning of the Purple Heart Medal among all generations of Granite Falls residents;
- Show all Purple Heart recipients the lasting honor, gratitude, and welcome they have earned in our community.

PASSED by the City Council and APPROVED by the Mayor on this ____ day of _____, 20____.

CITY OF GRANITE FALLS

ATTEST:

By _____
Matthew Hartman, Mayor

By _____
Darla Wilkins, City Clerk



CITY COUNCIL AGENDA BILL

Subject: Budget Amendment Ordinance
No. 1076-2026 Amend No 2

Originating Dept.: City Council

Approval(s): City Manager

Action Recommended: Adopt Ordinance Number 1076-2026, an Ordinance of the City of Granite Falls, Washington, Relating to the 2026 Budget; and Amending Ordinance Number 1066-2055 Adopting the 2026 Budget to Adjust Revenue Estimates and Appropriations for Funds as Included in Exhibit "A".

Meeting Date: May 6, 2026

Date Submitted: 4/30/2026

Exhibit(s):

1. Budget Amendment Ordinance No. 1076-2026 Amend No 2

Budgeted Amount: \$0.00

BARS Code: 595 10 00 01 B&G Club Parking Lot - Engineering

Summary Statement:

The City Council adopted the 2026 Annual Budget by Ordinance No. 1066-2025 on November 19, 2025, and previously amended that budget through Ordinance No. 1075-2026 - Amendment No. 1. Staff is bringing forward this Ordinance No. 1076-2026 as the next budget amendment to address two new items :

- Addition of the Community Development Director Position. Replace the previous Planning Director position to strengthen oversight of planning, permitting, code enforcement, and long-range community development. Staff recommends adding a Community Development Director classification to the City's Classification and Pay Plan, with a 2026 monthly salary schedule (Steps A–K) ranging from \$11,704.33 to \$14,982.53.
- REET Fund Appropriation - B&G Club Parking Lot Engineering. The City has

identified the need to procure engineering design services for improvements to the Boys & Girls Club parking lot. Staff recommends appropriating \$75,190 within the REET Fund (Fund 306), BARS account 595 10 00 01, to fund the design phase of this project. This is consistent with prior commitments made.

Background:

The Olympia legislature approved a grant for the Boys & Girls Club parking lot. The City of Granite Falls previously committed to match up to \$100,000 for the project.

Recommended Motion:

1) Move to adopt Ordinance Number 1076-2026, an Ordinance of the City of Granite Falls, Washington, Relating to the 2026 Budget; and Amending Ordinance Number 1066-2055 Adopting the 2026 Budget to Adjust Revenue Estimates and Appropriations for Funds as Included in Exhibit "A".

CITY OF GRANITE FALLS

ORDINANCE NO. 1076-2026

AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, RELATING TO THE 2026 CITY BUDGET; AND AMENDING ORDINANCE NO. 1066-2025 ADOPTING THE 2026 BUDGET TO ADJUST REVENUE ESTIMATES AND APPROPRIATIONS FOR FUNDS AS INCLUDED IN EXHIBIT "A".

WHEREAS, the City Council of the City of Granite Falls, Washington (the "City") adopted the 2026 BUDGET by Ordinance No. 1066-2025 on November 19, 2025, establishing necessary and proper allocations for each department and fund; and

WHEREAS, the 2025 Budget previously was amended by Ordinance 1075-2026; and

WHEREAS, the amount of revenue and appropriation allocations can only be estimated at the time of finalization of the budget; and

WHEREAS, the City Council has further determined that it is necessary to appropriate funds within the Real Estate Excise Tax (REET) Fund for engineering design services associated with the Boys & Girls Club Parking Lot project, in the amount of \$75,190, as set forth in Exhibit "A"; and

WHEREAS, the City Council has determined that it is in the best interest of the City to establish a new Community Development Director position to oversee planning, permitting, code enforcement, and long-range community development functions, and to adopt a 2026 monthly salary schedule for that classification as set forth in Exhibit "B"; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. **Amendment of 2026 BUDGET and Appropriation of Funds.** The 2026 annual budget, adopted through Ordinance No. 1066-2025 for the period from January 1, 2026, to December 31, 2026, is hereby amended. This amendment appropriates \$75,190 within the Real Estate Excise Tax (REET) Fund, for engineering design services for the Boys & Girls Club Parking Lot project; and establishes a new Community Development Director classification within the City's Classification and Pay Plan and adopts the 2026 monthly salary schedule for that classification.

Section 2. The City Treasurer is hereby authorized and instructed to make the necessary changes to the 2026 annual budget adopted by Ordinance No. 1066-2025 and make any necessary and appropriate line item entries and adjustments to reflect the amendments contained in this Ordinance.

Section 3. Ordinance No. 1066-2025 is hereby amended as necessary to reflect the budget amendments contained in this Ordinance.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of the publication.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____ 2026.

CITY OF GRANITE FALLS

Matthew Hartman, Mayor

ATTEST/AUTHENTICATED:

Darla Wilkins, City Clerk

Approved as to form:

Thom Graafstra, City Attorney
Emily Guildner, City Attorney

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:

ORDINANCE No: 1076-2026

EXHIBIT A

Real Estate Excise Tax (REET) Fund – Fund 306

Fund	BARS Account	Title	Current Budget	Amendment	Notes
REET	595 10 00 01	B&G Club Parking Lot – Engineering	\$0	\$75,190	Engineering Design Services for B&G Club Parking Lot
Total Fund 306 Amendment				\$75,190	

ORDINANCE No: 1076-2026

EXHIBIT B

Community Development Director - 2026 Salary Schedule

The following monthly salary schedule is hereby adopted for the Community Development Director classification, effective in 2026. Step placement and step advancement shall be administered consistent with the City’s Classification and Pay Plan and applicable personnel policies.

Salary Scale – Community Development Director											
Classification	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K
No. Months (range)	0 to 6	7 to 12	13 to 24	25 to 36	37 to 48	49 to 60	61 to 120	121 to 180	181 to 240	241 to 300	301 to 360
No. Months (cumulative)	6	12	24	36	48	60	120	180	240	300	360
Community Development Director 2026 Monthly Salary	\$11,704.33	\$11,996.94	\$12,296.86	\$12,604.28	\$12,919.39	\$13,242.38	\$13,573.43	\$13,912.77	\$14,260.59	\$14,617.10	\$14,982.53

Note: The "No. Months" row reflects time-in-step ranges as adopted by the City’s Classification and Pay Plan. The cumulative row indicates the upper bound of each step’s range, consistent with the source pay-scale exhibit.